



Des Moines Pool Metropolitan Park District

February 15th, 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 139-498-169. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Lauryne Thurmond at 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 by Noon on Tuesday, January 18th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.

7:15 6. **CONSENT AGENDA**

a. **EXPENDITURE/REVENUE SUMMARY**

b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**

Board Committees

District General Manager Administration Report

c. **ADOPTION OF MINUTES**

January, 18, 2022

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (MRP REVENUE)**

\$14,280.10 was received in the month of January

f. **VOUCHER APPROVAL**

\$41,746.75 was processed in January for warrant requests

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

\$41,371.44 was processed in January for payroll

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

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

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

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

7:20 7. **OLD BUSINESS**

- 7:20 h. Special Meeting “Executive Session” – Legal not Available tonight – Schedule special meeting
- 7:25 i. Designation of Board Committees – Resolution 2022-03 Board Committees
- 7:30 j. HSD Lease Extension - Meeting
- 7:35 k. Schedule Retreat (Special Meeting) – Proposal/Quote
- 7:40 l. SEEK Grant Paperwork – Seek Grant Approval – PowerPoint Presentation

7. NEW BUSINESS

- 7:45 a. Aquatics Manager Fourth Quarter Report – PowerPoint on operations – Physical Report
- 7:50 b. Aquatics Coordinator Recruitment Update – Job Description attached
- 7:55 c. Fourth Quarter Finance Report – Finances – Cash Flow Report – Discuss working towards 2021 Financial Report
- 8:00 d. District Clerk Service Contract – Closing out current clerk – Agreement for services after closeout – will be very reasonable
- 8:05 e. Policy 514, Debt Collections – Per Overpayment Process
- 8:10 f. Colibri NW Agreement – Should get agreement on Thursday morning (at the latest)

8. UPCOMING MEETINGS

- a. March 15th Regular Board Meeting , 7:00pm, Location T.B.D.
- b. April 19th , Regular Board Meeting, 7:00pm, Location T.B.D.

ADJOURNMENT

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

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** February 15th 2022

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 January 2022 : Total **\$92,450.15**

Admin Expenditures = \$40,402.63 Ops Expenditures = \$52,047.52 Capital Expenditures = \$0.00

Revenue January 2022: Total **\$14,280.10**

Property Taxes & Interest = \$8100.58 Misc Revenue = \$720.82 MRP Revenue = \$5,458.70

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- January 4, 2022, Retreat Minutes
- January 18, 2022, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$41,746.75** were approved for payment

- \$25,289.41 was processed on January 6, 2022
- \$9,545.62 was processed on January 13, 2022
- \$6,911.71 was processed on January 19, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$41,371.44** were processed for payment

- \$20,777.19 was approved for payroll on January 06, 2022
- \$20,595.25 was approved for payroll on January 19, 2022

A total of **\$83,118.19** was processed in January 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 _____ totaling \$_____.

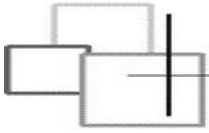
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:



2022 JANUARY EXPENDITURES

Beginning Monthly Balance = \$

Ending Monthly Balance = \$

Category/ Acct #	Reference	Jan 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$467.32	\$467.32	\$21,000.00	20,532.68	2%
001-000-000-576-20-10-01	District Manager - Wage	\$6,234.56	\$6,234.56	\$95,500.00	89,265.44	7%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,556.76	\$1,556.76	\$32,168.14	30,611.38	5%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$2,360.15	\$2,360.15	\$84,000.00	81,639.85	3%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,478.73	\$4,478.73	\$126,000.00	121,521.27	4%
001-000-000-576-21-30-01	Lifeguards	\$6,142.70	\$6,142.70	\$217,360.00	211,217.30	3%
001-000-000-576-21-30-02	Instructors	\$4,349.53	\$4,349.53	\$95,000.00	90,650.47	5%
001-000-000-576-21-32-02	Head Lifeguards	\$5,394.94	\$5,394.94	\$38,601.76	33,206.82	14%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$7,500.00	7,500.00	0%
001-000-000-576-20-21-19	Payroll Taxes	\$2,260.94	\$2,260.94	\$41,995.79	39,734.85	5%
001-000-000-576-21-42-05	Overtime (OT)	\$7,569.23	\$7,569.23	\$140,784.61	133,215.38	5%
001-000-000-576-21-33-04	Family Medical Leave (FMLA)	\$387.17	\$387.17	\$13,999.57	13,612.40	3%
001-000-000-576-21-33-05	Sick Pay	\$0.00	\$0.00	\$1,308.30	1,308.30	0%
001-000-000-576-21-33-00	Sick Pay	\$182.25	\$182.25	\$1,622.40	1,440.15	11%
	Total Salaries & Wages	\$41,384.28	\$41,384.28	\$916,840.57	\$875,456.29	5%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,809.54	\$1,809.54	\$12,799.13	10,989.59	14%
001-000-000-576-21-22-30	Fringe Benefits (Car, Mileage)	\$650.50	\$650.50	\$42,849.25	42,198.75	2%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$126.00	\$126.00	\$2,000.00	1,874.00	6%
	Total Personal Benefits	\$2,586.04	\$2,586.04	\$57,648.38	\$55,062.34	4%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)	\$0.00	\$0.00	\$3,910.00	3,910.00	0%
001-000-000-337-20-00-01	King County Youth Athletic Sports	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
	Total Grants	\$0.00	\$0.00	\$13,910.00	\$13,910.00	\$0.00
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$0.00	\$230.00	230.00	0%
001-000-000-576-21-35-03	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$770.00	770.00	0%
001-000-000-576-20-35-00	Computer Equipment (Non-capitalized)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
	Total Office Supplies	\$0.00	\$0.00	\$7,000.00	7,000.00	0%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$178.90	\$178.90	\$3,000.00	2,821.10	6%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$44.03	\$44.03	\$7,000.00	6,955.97	1%
	Total Maintenance & Repair Supplies	\$222.93	\$222.93	\$10,000.00	9,777.07	2%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$107.86	\$107.86	\$1,000.00	892.14	11%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-21-35-15	Special Pool Events	\$2.44	\$2.44	\$2,000.00	1,997.56	0%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$180.52	\$180.52	\$2,000.00	1,819.48	9%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$0.00	\$3,500.00	3,500.00	0%
	Total Pool Supplies	\$290.82	\$290.82	\$26,000.00	25,709.18	1%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$6,100.00	6,100.00	0%
Professional Svcs - Front Office						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$650.00	\$650.00	\$14,000.00	13,350.00	5%

Category/ Acct #	Reference	Jan 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,737.97	\$1,737.97	\$22,000.00	20,262.03	8%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$41.73	\$41.73	\$460.00	418.27	9%
001-000-000-576-21-49-10		\$62.88	\$62.88	\$1,540.00	1,477.12	4%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$44.90	\$44.90	\$1,500.00	1,455.10	3%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$509.56	\$509.56	\$7,700.00	7,190.44	7%
001-000-000-576-21-42-09	Timekeeping	\$264.24	\$264.24	\$2,500.00	2,235.76	11%
	Total Prof Services-Front Offc	\$0.00	\$0.00	\$62,700.00	62,700.00	0%

Professional Svcs - Maintenance

001-000-000-576-21-41-09	District Janitorial Services	\$90.00	\$90.00	\$0.00	(90.00)	#DIV/0!
001-000-000-576-21-31-01	Custodial Qlty Deep Clean (See COVID)	\$0.00	\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$364.41	\$364.41	\$5,000.00	4,635.59	7%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$780.00	\$780.00	\$500.00	(280.00)	156%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$549.41	\$549.41	\$7,200.00	6,650.59	8%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$3.29	\$3.29	\$1,750.00	1,746.71	0%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,782.74	\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$170.50	\$170.50	\$6,000.00	5,829.50	3%
	Total Prof Services-Maintenance	\$0.00	\$6,650.35	\$49,450.00	42,799.65	0%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$3,256.30	\$3,256.30	\$100,000.00	96,743.70	3%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)	\$0.00	\$0.00	\$347,000.00	347,000.00	0%
	Total Repairs & Maintenance	\$3,256.30	\$3,256.30	\$449,000.00	\$445,743.70	1%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance	\$1,657.50	\$1,657.50	\$2,000.00	342.50	83%
001-000-000-576-20-41-10		\$33.03	\$33.03	\$920.00	886.97	4%
001-000-000-576-21-42-01	MS Suscription MS Office 365	\$220.20	\$220.20	\$3,080.00	2,859.80	7%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-42-13	Scheduling (Omnify)	\$0.00	\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$190.01	\$190.01	\$3,500.00	3,309.99	5%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$0.00	\$4,600.00	4,600.00	0%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$0.00	\$69.00	69.00	0%
001-000-000-576-21-42-30		\$46.24	\$46.24	\$231.00	184.76	20%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00	\$0.00	\$400.00	400.00	0%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$59.00	\$800.00	741.00	7%
	Total Communications	\$2,205.98	\$2,205.98	\$17,900.00	15,694.02	12%

Training & Travel

001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$750.00	750.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$750.00	750.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07		\$0.00	\$0.00	\$3,120.00	3,120.00	0%
001-000-000-576-20-43-07	Management Staff Training	\$0.00	\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$0.00	\$0.00	\$15,000.00	15,000.00	0%

Advertising

001-000-000-576-20-41-07	District Advertising	\$450.00	\$450.00	\$10,000.00	9,550.00	5%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design	\$120.57	\$120.57	\$500.00	379.43	24%
	Total Advertising	\$570.57	\$570.57	\$17,473.51	16,902.94	3%

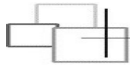
Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$717.50	\$2,500.00	1,782.50	29%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$275.00	\$4,000.00	3,725.00	7%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
	Total Rentals & Leases	\$992.50	\$992.50	\$17,500.00	10,507.50	6%

Utilities

001-000-000-576-21-47-00	Electricity (PSE)	\$7,544.53	\$7,544.53	\$99,000.00	91,455.47	8%
001-000-000-576-21-47-02	Water (Highline)	\$503.49	\$503.49	\$9,000.00	8,496.51	6%

Category/ Acct #	Reference	Jan 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-47-04	Sewer (Midway)	\$572.99	\$572.99	\$4,000.00	3,427.01	14%
	Total Utilities	\$8,621.01	\$8,621.01	\$114,500.00	105,878.99	8%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$21,614.00	\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$21,614.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships	\$0.00	\$0.00	\$18,000.00	18,000.00	0%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$86.73	\$86.73	\$4,000.00	3,913.27	2%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$356.48	\$356.48	\$4,000.00	3,643.52	9%
001-000-000-576-20-51-50	Background checks	\$58.00	\$58.00	\$2,000.00	1,942.00	3%
	Total Miscellaneous	\$501.21	\$501.21	\$30,250.00	11,748.79	2%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King Cty Election costs	\$0.00	\$0.00	\$45,000.00	45,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$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	\$0.00	\$2,000.00	2,000.00	0%
	Total Intergov Services	\$0.00	\$0.00	\$58,000.00	58,000.00	0%
COVID-19						
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%
	Total COVID-19	\$0.00	\$0.00	\$0.00	0.00	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$161,500.00	\$161,500.00	
*Reserve balance \$214,079.00						
	TOTAL ADMINISTRATION	\$40,402.63	\$40,402.63	\$399,655.57	\$359,401.94	10%
	TOTAL OPERATIONS	\$52,047.52	\$52,047.52	\$1,491,816.89	\$1,439,922.25	3%
	TOTAL CAPITAL	\$0.00	\$0.00	\$161,500.00	161,500.00	0%
GRAND TOTALS						
		\$92,450.15	\$92,450.15	\$2,052,972.46	\$1,960,824.19	5%



2022 REVENUE

Account #	Reference	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes																
001-000000-311-11-00-00	Property Taxes	\$8,100.58												\$8,100.58	\$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													\$0.00	\$0.00	\$0.00
	Total General Fund	\$8,100.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,100.58	\$0.00	\$0.00
Charges for Goods and Services																
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)														\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues																
001-000-000-361-11-00-00	Investment Interest	\$720.82												\$720.82	\$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	\$438.25												\$438.25	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$5,020.45												\$5,020.45	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)													\$0.00	\$0.00	\$0.00
	Total Revenue	\$6,179.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,179.52	\$0.00	\$0.00
Capital Projects/Reserve																
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
	Total Capital Projects/Reserve													\$0.00	\$175,000.00	\$0.00
	Grand Total Revenue	\$14,280.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,280.10	\$200,000.00	\$175,000.00

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, February 10, 2022

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: January 14, 2022, to February 10, 2022, District General Manager Report

Week Ending January 14th

BOARD PACKET

Lauryne sent out the board packet yesterday. If anyone has any trouble, please let me know.

- Updated Bylaws and Policy 220 Board and Administration Policies: Please check these out for any edits you may have the night of the meeting.

TRAININGS

- Transition - Lauryne and I were trained on Linda's processes. Lauryne is also meeting with Quentin about pool procedures and working together.
- Lifeguard Training – Staff is working toward offering the next lifeguard training, the week of April 6-10 (Highline School District Spring Break).

RECRUITMENT

- Parent Letter – We have a lot of younger staff and have decided to incorporate a parent letter. We feel this will help with better communication.
- Work Study – We are exploring the possibility of developing some work study positions.
- First-Responder Ad/Flyer – Gene put together the ad below. It is a rough draft, so there may be more changes for it.

GRANT UPDATE

We got confirmation back from King County Youth Amateur Sports Grant for the feasibility study is going through their legislative process. I would expect it sometime this Spring.

SMAC POOL USAGE (UPDATE INFO)

Quentin is working with Ken to have rentals six days/week. He also worked with the staff to stay 30-minutes later (until 7:30pm) on Monday, Wednesday, and Friday. See schedule below.

Here are the available hours for January:

M/W/F: 6-7:30pm 6 lanes

Sat: 8:30-10:30am

Here are the potential available hours for February:

M: 5-6pm 4 lanes because of swim lessons, 6-6:30pm(5 lanes because of swim lessons), and 6:30-7:30pm(6 lanes)

T/Th: 5:30-7pm if they can find a coach

W/F: 5-7:30pm 6 lanes

Sat: 8:30-10:30am 5 lanes

Quentin is also working on finalizing billing for Fall 2021.

WEEKDAY SWIM LESSONS

We will be adding back swim lessons in February. We will be sending out an email on Wednesday, January 19.

PARKSIDE PTSA SWIM

Parkside confirmed their swim would be Saturday, March 19 to take advantage of using the Wibit. I am working on the outline to be attached to their rental agreement.

MRHS ADDITIONAL MEET

Mount Rainier High School has added another meeting on Friday, January 28 from 3-5:30pm.

AQUATICS NETWORK MEETING

Jared and Quentin attended the aquatics network meeting. Most other pools are having difficulty with staffing, especially for daytime staff.

JUDSON PARK WATER EXERCISE CLASSES

We are continuing to work to setup an exercise class for older adults with Judson Park. Our best estimate at this time is that the class will start in March.

CONEX BREAK-IN

Someone cut the lock to the Conex outside. Quentin reported nothing was taken. The staff will test the Wibit when available. Nothing was reported taken of value. Jared purchased a 9/10 lock for safety and worked out a different location for the lock, so it is more difficult to use bolt cutters.

FACILITY SECURITY

Instead of using key entry for the back door, we will be using the keypads in the back. Quentin is working on updating the pad to have an entry number only for that door.

FORWARD THRUST SERVICE AREA MAP

I reached out last year to King County Archives about getting a service area map when the original pools were built. They did not have one, but they could not check boxes of the physical records due to a remodel. I have reached out again this year to get the information.

MLK DAY

Just a reminder that Monday, January 17 is MLK Day and a state holiday. The pool will be open regular hours, but full-time staff will be off.

RESEARCH

- With high staff and student absence rates Highline Public Schools announces plans for January (Waterland Blog) - <https://waterlandblog.com/2022/01/11/with-high-staff-and-student-absence-rates-highline-public-schools-announces-plans-for-january/>
- Town of Marana Parks and Recreation receives best of aquatics recognition (Aquatics Intl) - https://www.aquaticsintl.com/awards/town-of-marana-parks-and-rec-receives-best-of-aquatics-recognition_o
- No response to your bid: what next? (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2022/No-Responses-to-Your-Bid-What-Next.aspx>

- A three-pronged approach to the success of Michigan Parks (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2022/january/a-three-pronged-approach-to-the-success-of-michigans-parks/>
- US inflation soared 7% in past year, the most since 1982 (Associated Press) - <https://apnews.com/article/consumer-prices-inflation-c1bfd93ed1719cf0135420f4fd0270f9>
- Diversity, Equity and Inclusion Initiatives in Washington – 2021 Update (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2022/Diversity-Equity-and-Inclusion-Initiatives-in-Wa.aspx>

Week Ending January 21st

BOARD MEETING FOLLOW-UP

- Board Committees – I sent for clarification on conflicts of interest on Board Committees.
- Minutes - Lauryne is working on the minutes, and you should have them next week for your review.
- Resolutions – Lauryne will be sending out the resolutions soon for your signature.
- Future of MRP – I will start working next week on outreach and planning for this.

WET SIGNATURES FOR KING COUNTY AUDITOR

Just a reminder that you will need to physically sign King County's signature forms. The pool office hours are below. (Note-we do lock the doors when we are cleaning for security.)

- Monday-Friday, 9:30am-1pm & 5-7pm
- Saturday, 9am-3pm
- Sunday, 11am-1pm

F-1 FINANCIAL FORMS

Just a reminder that you will need to complete your F-1 financial forms for the Public Disclosure Commission (PDC). See link below.

<https://www.pdc.wa.gov/learn/forms/f-1-personal-financial-affairs-statement>

SWIM LESSON REGISTRATION

We put out the email blast (link below) and updated the website for swim lessons. Registration starts on January 25.

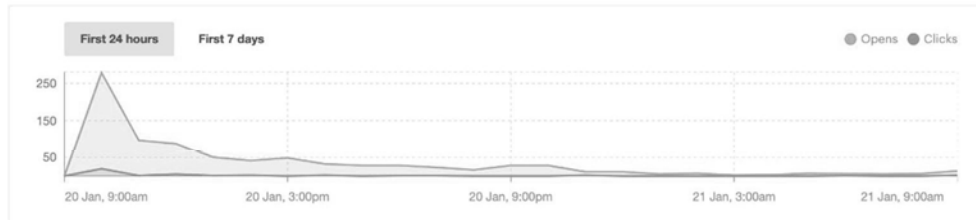
<https://createsend.com/t/d-A726A1FBA914833D2540EF23F30FEDED>

Weekday Swim Lessons Are Back!

Sent yesterday to 1,231 subscribers across [4 lists](#)

[View campaign](#)
[Share campaign](#)
[Export](#)

Snapshot

[Recipient activity](#)
[Lists & segments](#)
[Link activity & overlay](#)
[Worldview](#)
[Bounce summary](#)
[Opens & clicks](#)
[Social sharing](#)
[Email client usage](#)

[Feedback](#)

Engagement

[Full report](#)

1,230 delivered

● **41.30%**
508 recipients
Opened

● **1.95%**
24 recipients
Clicked [🔗](#)

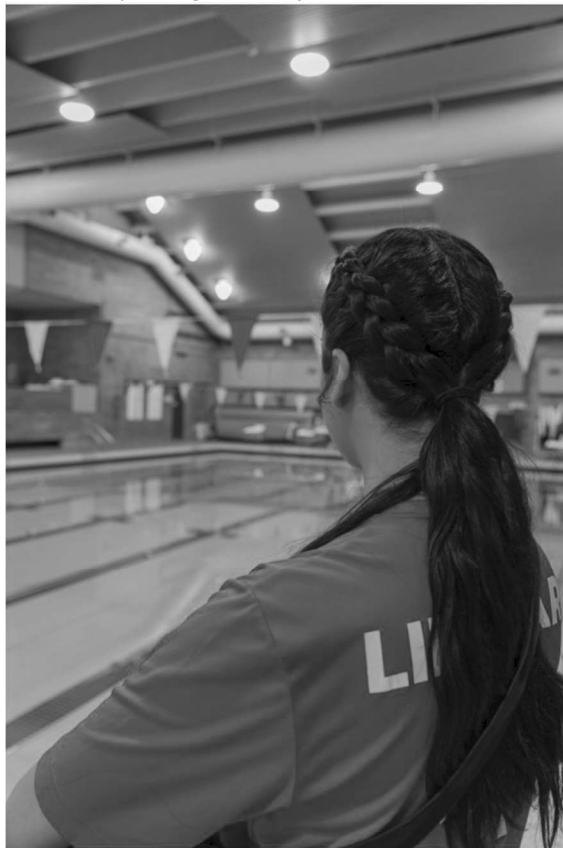
📖 Open rates are only estimates.
[Learn more](#) about email engagement.

FEBRUARY SCHEDULE CHANGE

Quentin is working at finalizing the schedule to take effect in early February. The schedule will changeover when the high school teams are complete.

PHOTOSHOOT

Gene and Quentin collaborated for a photoshoot on Thursday. One of our staff, Aram took the photos with Sirely being the subject. We will share Gene's ad ideas in future email blasts.



POTENTIAL SLIP HAZZARD

I reached out to our landscapers about moss removal. The sidewalks and parking lot have developed a lot of moss over the past year. I got a quote and am looking at different options.

OTHER MAINTENANCE

- Plumbing: The drinking fountain on the natatorium deck has severe rust. Quentin is working with MacMiller to get a quote. Jared and Quentin worked with MacMiller on Friday to replace portions of the shower trees. We also have a sink leak in the men's locker room that was worked on this week.
- Benches: Jared is replacing a couple of broken benches including one in the spectator area. Also, a volunteer stepped forward to refinish some of the benches in the men's and women's locker room. We are exploring having this completed after the boys' swim season to take advantage of lower attendance due to Covid-19 and get done before peak times.

CHANGEOVER

Linda, Lauryne and I met every day on processes for the clerk role. Lauryne is picking things up quickly.

WCIA MEETING

I attended the training and educational session on Friday, January 21. The training was on Risk Pool Claims Basics and will count towards our annual compact. The meeting will count towards our one meeting for 2022. We are also working on our Compact to be completed in early Spring, so hopefully we will have the requirements completed early.

WRPA LOBBYIST REPORT

Below is the first week's report from Washington Recreation and Parks Association (WRPA) Lobbyist, Doug Levy. There was also a spirited discussion in response to Zack's law. If you want me to share those emails, let me know.

WRPA Exec Board/Exec Dir/Leg Chair & Leg Committee – and full LEG Distribution List:

Our Legislative Chair Roxanne Miles asked that I send this bill around and get your perspectives on whether it is worth supporting, or if you folks think we should be neutral on it. Roxanne poses the question in part because we learned of this bill through House Capital Budget Assistant Ranking Member Peter Abbarno when he spoke to our "Great Outdoors Day" attendees at a Jan. 14 Legislative Webinar.

Rep. Abbarno brought up the dangers of cold-water shock drowning and flagged a bill he was working on. The bill is **HB 1595** by Rep. Abbarno (R-Chehalis/20th Dist.) and companion **SB 5673** by Sen. John Braun (R-Centralia/20th

The bill deals with a tragic drowning in the 20th Legislative District involving Zachary Lee Rager. The thrust of the bill is more around giving agencies discretionary authority to erect signage about the dangers of jumping off bridges to warn them of the dangers of doing so and the possibility of cold-water shock drowning. From the bill report:

Summary of Bill: This act may be known and cited as "Zack's law." The stated legislative intent is that state and local agencies install signs on or

near bridges to warn people of the dangers of diving or jumping off the bridge, and to provide location-appropriate information to prevent future deaths from cold-water shock drowning. By January 1, 2023, the Washington State Parks is required to install a sign in memory of Zachary Lee Rager on or near the bridge where he lost his life as a result of cold-water shock. Signs on or near bridges that provide location-specific information on the hazards of jumping may be visible from the main traveled way of the interstate system, primary system, or scenic system, as long as they do not conflict with federal requirements. The executive officer, or a designated employee, with control of operations and maintenance of a bridge, of any county, city, town, or state agency may authorize the erection of informational signs near or attached to bridges providing location-specific information about the hazards of jumping where people might otherwise think a location is safe for swimming. Signs may include the statewide 988 suicide prevention hotline.

Please feel free to e-mail either me or Roxanne.Miles@piercecountywa.gov with your thoughts. I've linked the companion bills and the Senate Bill Report here:

[5673.pdf \(wa.gov\)](#)

[5673 SBA TRAN 22 \(wa.gov\)](#)

[1595.pdf \(wa.gov\)](#)

Thanks!

Doug Levy, Owner

Outcomes By Levy, LLC

(425)922-3999 – work/cell

Doug@outcomesbylevy.onmicrosoft.com (Work E-mail)

Levy4@msn.com; Levydtzc@outlook.com (Personal E-Mails)

RESEARCH

- Moses Lake Ends Social Media Comments (Columbia Herald/MRSC) - <https://columbiabasinherald.com/news/2022/jan/11/port-moses-lake-ends-social-media-comments/>
- Supreme Court Issues First Opinion on Federal Covid-19 Vaccination Mandate (MRSC Insight) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2022/Supreme-Court-Issues-First-Opinions-on-Federal-COV.aspx>
- The Red Cross Gets Out of the Pool Business in Canada (Macleans/NRPA Lifeguard Authority Facebook Group) - https://www.macleans.ca/news/canada/the-red-cross-gets-out-of-the-pool/?utm_term=Autofeed&utm_medium=organic&utm_source=Facebook&fbclid=IwAR0o4SzRaV6iPQXR6HXI92ZkkZIJvbWCC9OKpVERtWQGSZol2ELiRYzfj14#Echobox=1642509709

Week Ending January 28th

SIGNATURES

We do not have all of the signatures for the Bylaws, which you should have received an email, and do not have all the wet signatures for King County's authorized signatures, which will need to be signed in person at the pool. If you have not signed these, please sign them by next week.

SWIM LESSONS

- Saturday Lessons – Staff has reported that swim lessons are running well. Staff have instituted the new separation lines.
- Monday Lesson Registration – Registration for Monday swim lessons was on Tuesday, January 25. Most of the parent/teacher classes filled, but a few of the Pre-school higher levels did not. Quentin is working on converting those classes to get people on waiting lists into classes.

SCHEDULE CHANGE

We are pushing back the schedule change one week to February 7. We are waiting to see if SMAC can field a Tuesday/Thursday team. We would like to hold the date to be closer to our agreement. If they cannot field a coach, we will offer lap swimming on those evenings.

PTSA SWIMS UPDATE

We completed a draft of the agreements with the two PTSA's. They are being reviewed by legal. Once we have them finalized, we will send them out and schedule meetings to answer any questions that the PTSA's may have.

SMAC MEETING

Quentin met with Ken on Tuesday. They are working on getting SMAC into the pool as much as possible during the Spring.

MRHS SWIM JAMBOREE

MRHS is hosting their last swim meet of the year today, Friday, January 28. It is a jamboree. We should have an idea of how much pool time they will need in early February. State is usually the second weekend of February.

W-2's

W-2s were reported on being mailed by Heartland on January 25. W-2s have been handed out to staff. If you would like a physical copy, please contact Lauryne.

MAINTENANCE

- Electrical – Jared met with MacMiller and they updated the electrical in the scoreboard area to meet code.
- Pump and Mechanical Room Training – Quentin is setting up a training for Jared, him, and I to be shown how to better monitor and use the chlorine systems of the pool. It is the first of our trainings to learn the equipment better.
- Benches – Jared is fixing a couple of benches for safety in the stands area and one along the side of the pool. Marty Martinson has volunteered to sand and refinish a couple of the benches in the men's and women's locker room. The current varnish is not repelling the water correctly. He will be doing this the next two week as we transition away from the high school swim teams.

Areas of both locker room benches will be closed to accomplish this, but there will be enough benches to serve people.

- Moss Removal- I received a quote for removing moss and treating the parking lot. It was just under \$5,000. I talked to staff, and we are going to delay the moss removal and treatment to this summer, when we have more staff. They will pressure wash the areas and treat them when we have more staff.
- AHU/JACE Controls – I reached out to Sun Belt Controls to get an update when they are coming out. They were supposed to install the JACE controller last week but did not show. They notified me today that they will be out sometime next week. This repair should not create a closure.

MRHS EMERGENCY UPDATES

The school district has added us to their emergency notification system for lockdowns and other emergency situations that may occur on the campus. All management staff has been added.

KCAC NEW LIFEGUARD RATES

King County Aquatic Center dramatically increased their lifeguard rates. They are up around \$6/hour and includes benefits. Interesting to see how effective the new rates and benefits will be for attracting lifeguards.

<https://www.governmentjobs.com/careers/kingcounty/jobs/3385959/lifeguard-tlt?keywords=Lifeguard%20TLT&pagetype=jobOpportunitiesJobs>

Below is message from King County Aquatic Center sent to one of our guards...

Greetings,

King County has opened a New Lifeguard Position at KCAC. This is a benefit eligible position (medical, dental, vacation, holidays...) and slated for 30 hours per week. The normal work week will include Saturday and Sunday hours. The term is initially set at 12 months and the announcement closes on February 3rd.

Please share this opportunity.

COMMITTEE WORK

- Capital and Contracts Committee – Although there is no committee at this time. I did reach out to the school district about the lease extension talks. I have not heard back. I will attempt to contact them again next week, if they need to have discussions on their end.
- Policy and Procedure Committee – I sent a Policy 514 Debt Collecting to the committee to review and make edits/recommendations. I hope to have this on the February 15 regular board meeting agenda.
- Public Outreach Committee – The Public Outreach Committee is meeting with Quentin and me next Friday, February 4 at 1:30pm. We are planning Spring and Summer publicizing of programming. Also, Gene put the ad (DRAFT) together for attracting lifeguards that we will use in future magazines and PeachJar.



mrp
mount rainier pool

**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.

Visit xxx.MtRainierPool.com for more information

JURISDICTION SURVEY

We completed the annual jurisdiction survey and have reported it to King County. We also just received one from the Public Disclosure Commission and should have that done next week.

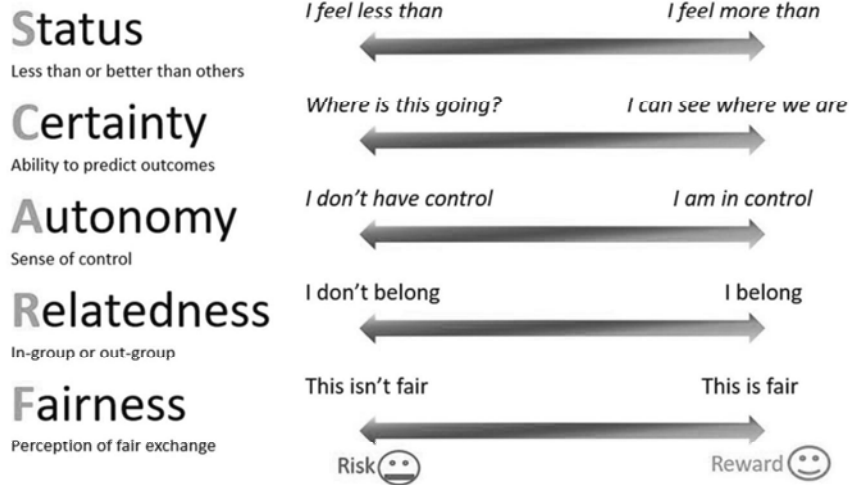
SAFETY PLAN UPDATE

I have updated the Safety Plan and it is being reviewed by legal. The update included the most recent King County/Washington DOH quarantine vs. isolation protocols.

WEBINAR

I attended an MRSC webinar on Tuesday on conflict resolution. I wanted to see if it would be a good training for staff. I think it is good for managers, but not frontline staff. We will stick with the free videos from WCIA for now.

SCARF Model



Source: David Rock, Quiet Leadership

RESEARCH

- It's really a struggle: Portland Parks and Recreation suspends swim lessons due to staff shortages (KGW/NRPA Brief) - <https://www.kgw.com/article/news/local/portland-parks-recreation-staffing-shortage/283-92b4ef6c-3046-42bc-a449-e49661062a51>
- How a lifeguard instructor can make or break your pool season (American Pool) - <https://americanpool.com/2022/01/11/how-a-lifeguard-instructor-can-make-or-break-your-pool-season/>
- Pandemic depression anxiety increases (AARP) - <https://www.aarp.org/health/conditions-treatments/info-2022/pandemic-depression-anxiety-increases.html>
- Interior inspection: the benefits of preventative maintenance within a recreational facility (Parks and Recreation Business) - <https://www.parksandrecbusiness.com/articles/interior-inspection>
- Omicron stealthy subvariant: today so far (KUOW) - <https://www.kuow.org/stories/omicron-s-stealthy-subvariant-today-so-far>
- Red Cross to Phase Out Swim Lesson: Share Your Swim Lesson Stories (CBC/BC Today Podcast- 32-minute mark) - <https://www.cbc.ca/listen/live-radio/1-4/clip/15891187>
-

Week Ending February 5th

SCHEDULE UPDATE

We updated the pool's schedule as the Mount Rainier Boys and Girls Swim Team season is ending. They do have a couple of swimmers that have qualified for state, so they will be using some of the lanes through February 21. Below is a link to the email that was sent out. It was also updated on the website and shared on social media.

<https://createsend.com/t/d-99ACD7CF3AA6FC612540EF23F30FEDED>

PUBLIC OUTREACH MEETING

Staff met with the public outreach committee on Friday, February 4th. We discussed the SEEK grant, partnerships, spring and summer programming and how to best market these programs.

GRANT

We received news that we received the SEEK grant last week, which will be up to \$78k of free swim lessons. This is the second grant that we have received this year including the \$5k from King County Council Member, Dave Upthegrove to help cover our swim club this summer.

- Program Design – We are locking up what the program design and using it to schedule other programming around for the summer.
- Staffing – Quentin is working with staff to try to get as many of them to commit to teaching this Spring and Summer.
- Swim Package – Part of the grant will be paying for items that should help reduce the barriers for people to swim, which will include a swimsuit, towel, bag and goggles. We will work to develop this package to be handed out to participants.
- Survey Design – We will also need to develop a survey to poll people before and after they complete lessons to gauge their skills and comfort around water.

AQUATICS COORDINATOR RECRUITMENT

We met on Tuesday to discuss planning for the summer and the upcoming recruitment of an Aquatics Coordinator. Things have gotten competitive for full-time employees in aquatics, and we want to make sure we are putting our best foot forward.

SUMMER PLANNING

We have begun our planning for the summer months. We are planning on having less impact from Covid-19, but still being ready in case something occurs. We have a tentative schedule, but all is based on the number of staff we will have to support these programs.

CAMP KHAOS

Lauryne is reaching out to Camp KHAOS to see what their plans are for this summer. We have a lot of interest in the pool this summer with the expanded swim lessons, swim club, swim teams and public programming. This will help us better plan for the summer.

PTSA AGREEMENTS

PTSA agreements will be sent out early next week to Parkside for their March event and Woodmont for their April Event. They include the agreement and attachments, for outline of event, overall rules, wibit rules and adult and youth waivers.

HSD LEASE MEETING

I am meeting with Highline School District about the lease on Wednesday, February 23. I have/will meet with the architect and capital and contracts committee before the meeting. And I have added a discussion item at our February 15 regular board meeting.

REPORTS & OBLIGATIONS

We have completed the King County Jurisdictional Survey, Public Disclosure Jurisdictional Survey and BLS Survey as part of our early year paperwork. We also sent Highline School District this year's proof of insurance. Next week, we are sending WCIA our annual worker hours.

EMPLOYEE HANDBOOK UPDATE

We have reached out to our HR/Payroll company Heartland to have them suggest edits to the Employee Handbook for 2022. We are hoping to have this on the March or April agenda for regular meetings.

F-1 FINANCIAL FORMS

Speaking of the PDC...just a reminder that you will need to complete your F-1 financial forms for the Public Disclosure Commission (PDC). See link below.

<https://www.pdc.wa.gov/learn/forms/f-1-personal-financial-affairs-statement>

SAFETY PLAN UPDATE

We updated and posted the safety plan to the website's governance page. The updated information includes the quarantine vs. isolation guidance that we gave to staff weeks ago.

<https://mtrainierpool.com/wp-content/uploads/Safety-Plan-01252022-Update.pdf>

MAINTENANCE ROUNDUP

- Boiler Issue – On Tuesday, the boiler tripped and was not providing hot water. We called MacMiller out and they fixed the problem, early that afternoon. We did not have to close.
- Lock Moving – One of our number pads is being moved to a side door. The reasoning is that it is safer to have staff come in and leave a side door than the rear of the building which has blind spots. The number pad is good to have versus going in and out of the main door.
- Bench Repairs – Jared is repairing some benches. I have authorized him to buy some new tools to take care of these repairs, as the benches are getting older and need some work. He has completed the two benches in the spectator area that were broken.
- Chlorine System Training – Quentin setup a training with Aquatic Specialties for them to come in and go over monitoring and maintaining the system. I think this will help better identify future problems and alleviate future service calls.

RESEARCH

- Recruiting and retaining young adults to the parks and recreation workforce (NRPA Magazine/Brookings Institute Link) - <https://www.nrpa.org/parks-recreation-magazine/2022/february/recruiting-and-retaining-young-adults-to-the-park-and-recreation-workforce/>
- Gain experience with parks and recreation (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/february/gain-career-experience-with-parks-and-recreation/>
- Education and labor – what to watch for in 2022 (Governing) - <https://www.governing.com/now/education-and-labor-what-to-watch-in-2022>
- State puts WA Cares on hold (MRSC Insight Blog) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2022/State-Puts-WA-Cares-on-Hold-for-Now.aspx>

Week Ending February 11th

BOARD MEETING

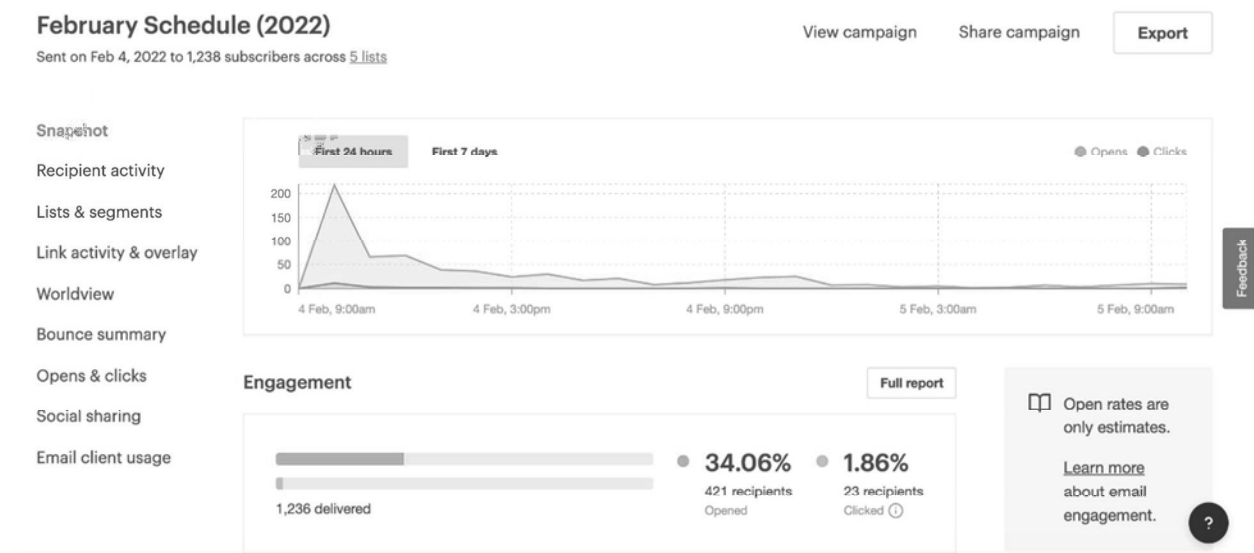
Just a reminder that our next board meeting is Tuesday, February 15. Lauryne sent out the agenda packet on Thursday. There are 11 items on the agenda, so it might be a long meeting.

SWIM LESSONS

Swim lessons started on Monday, February 7, 2022. Staff reported no issues.

SCHEDULE UPDATE

Schedule seems to be going smooth so far. We did get a question on Facebook on when we would be adding early mornings, but this is dependent on hiring more adult staff. Below is the email notification numbers as of Monday.



- **SMAC**- Quentin worked with SMAC to get them additional hours until February 21 (end of MRHS practices) and additional time on Tuesday, February 22 and Thursday, February 24 from 4:30-6:30pm. We adjusted the interactive schedule those days, and will post in the facility and social media that week to notify people of the temporary changes. If this becomes a full-time change, we will put out a schedule update.

GRANT UPDATE

- **KCYAS (MRP SWIM CLUB)** – I submitted the grant paperwork for the \$5,000 mini-grant through King County. Our next step should be invoicing them for the \$5,000.
- **SEEK GRANT** – The SEEK Grant agreement is on the February 15 agenda. I have requested proof of insurance through WCIA, which is a grant requirement. I also have asked for help on the Equitable Aquatics and NRPA Aquatics Groups for any surveys that might have been completed on swimming proficiency (Why recreate the wheel?) Finally, we are working on program design.

COVID-19 MANDATES

We are monitoring the changes in Covid-19 mandates. There are some expected in the future, and we want to make sure we are getting our input from Washington and Seattle/King County DOH.

<https://www.seattletimes.com/seattle-news/politics/wa-gov-inslees-office-having-talks-about-when-to-lift-the-states-mask-requirements/>

LEGISLATIVE UPDATE

Below is the RCO update that we received from the Washington Recreation and Parks Association. It has some information about future joint provision of facilities.

RCO PHYSICAL ACTIVITY REPORT

Please see information from Katie Pruitt of the Recreation & Conservation Office (RCO) regarding a final report to the Legislature on a legislatively directed study RCO was

asked to conduct regarding equitable access to athletic fields for youth and their families. A link to that final report is here:

[Physical Activities Task Force Report \(wa.gov\)](#)

Katie notes below the key recommendations in the final report, and thanks these local parks agency folks who participated: **Trang Lam (Camas), Julie Parascondola (Kent), Susan Schwiesow (Moses Lake), and Sarah Margeson (King County)**. Thanks to all of you for your time and effort!

RESEARCH

- Why swim coaches and instructors should never also serve simultaneously as lifeguards (Aquatics International) - https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards_o?fbclid=IwAR1PYBy6LZgg4TlbvQN9s_JVWsHb7hvX9PTAPbrnEuljS_nGy4ili9V6H0
- Can we mandate swim lessons in public schools? (Crossing the lines/Podcast) - <https://anchor.fm/naji-ali4/episodes/Can-We-Mandate-Swimming-in-Public-Schools-e1a3a7d?fbclid=IwAR1-ja3eJpKKSYUFIDr0Wj8w4AmAYaCB20U6E69KMW71AysjEv-nXPwVd6U>
- Des Moines Opportunities for Kids (Posted on NRPA Equity/Diversity Data Kids) - <https://www.diversitydatakids.org/maps/#/explorer/53033029001/15/10,15//xc/m/1.0.14/47.435/-122.239/10.5/>
- Highline School District Expected to Name Finalists for New Superintendent (Btown Blog) - <https://b-townblog.com/2022/02/06/highline-school-board-expected-to-name-finalists-for-new-superintendent-soon/>
- The Perfect Moment: the Academy, Allyship, Awareness and Advancement (NRPA Smart Brief) - <https://www.nrpa.org/parks-recreation-magazine/2022/february/the-perfect-moment-the-academy-allyship-awareness-and-advancement/>



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 18th 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 18th 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 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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

The Des Moines Pool Metropolitan Park District is 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 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 18th 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.

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**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 Manager Deschenes; New District Clerk and Coordinator Lauryne Thurmond and District Clerk Linda 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 Holly Campbell. District General Manager Scott Deschenes was asked by the Board President Shane Young to send information to Holly Campbell about the filling. This is Lauryne's first meeting as district clerk and Linda's last, Linda phoned in for this meeting.

PUBLIC COMMENT -- None

CONSENT AGENDA –

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

Executive Session—

Commissioner Holly 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.

OLD BUSINESS

a. Election of Board Officers (Appointing Officers)

No formal changes occurred, Commissioner Joe Dusenbury as clerk, President Shane Young to stay in his current position.

Commissioner Gene Achziger moved to approve Resolution 2022-01 appointing officers. Commissioner Shane Stender 2nd. 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, 206.429.3852.

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

District General Manager Scott Deschenes explained that this document must be signed wet, or in person, an email will be sent out by him to formalize date and time to do this.

Commissioner Gene Achziger Moved to approve Resolution 2022-02 auditing Officer Delegation. Commissioner Shane Stender 2nd. 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 resolution as Commissioners decided to seek legal guidance on a potential conflict of interest with Gene Achziger now residing on the Des Moines City Council.

d. Change in Board Meetings Location

President Shane Young asked the Commissioners if they had any discussion on this, Commissioner Shane Stender asked if commissioners could continue meeting online if they wished. President Young responded yes as per a policy passed before tonight.

Commissioner Gene Achziger Moved to approve Resolution 2022-04 Change in meeting location. Commissioner Shane Stender 2nd. The motion passed 5-0.

e. District Bylaws

There were some issues in the original bylaws that Commissioner Holly Campbell has found, including some that were cut out. Commissioner Campbell wants to avoid any potential appearance of propriety. District General Manager Scott Deschenes said after speaking with our legal advisor there is no precedence set currently and the plan of action moving forward is for Commissioner Achziger to recuse himself during the voting on any city matters. President Shane Young commented that he is 100% supportive of this, that Commissioner Campbell came up with some good points and that she is doing a good job with the bylaws. Conclusion being that Gene at the time being will recuse himself.

Commissioner Holly Campbell Moved to approve Policy 101 District Bylaws. Commissioner Shane Stender 2nd. The motion passed 5-0.

f. Board and Administration – Policy 220

Commissioner Gene Achziger Moved to approve Resolution 2022-02 auditing Officer Delegation. Commissioner Joe Dusenbury 2nd. The motion passed 5-0.

NEW BUSINESS

a. Aquatics Manager Q&A – PowerPoint on Operations

Aquatics Manager Quentin Knox presented the PowerPoint, asked if there were any questions. President Young asked if Monday lessons are going to be all age groups? Quentin answered yes. President Young then commented that Hanna Lei (Swim Instructor) is an awesome instructor and always does a good job. Commissioner Stender suggested to help fill lifeguard classes we could reach out to summer pools to see if they need to send any of their employees to us. Quentin responded that Gregory is in-between managers at the moment, Kent is trying to move forward without a manger, and that he is trying to stay in contact with other pools to help with building our staff.

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

He concluded by stating management is trying to grow back the schedule and staff and continuously looking for more morning guards. President Young asked if there were any other questions, there were none.

b. Mount Rainier Pool Future – Discussion on approaching Highline School District about future of the pool

District Manager Deschenes explained after the last retreat (Jan 5th, 2022) there was a meeting with Stemper to discuss the board's ideas with the lot across the street and waiting on the potential funding from the Aquatic Feasibility Study. If the funding comes through moving forward will commence this spring. District Manager Deschenes stated due to the potential of having a master plan from Stemper he suggests the board has a retreat in March or April to go over the district's mission, goals, and objectives to develop this plan. President Young asked if there were any questions. Commissioner Achziger stated, working on a master plan at this point is so important for funding. This will not only help us refine what direction to go but also satisfies the need to seek funds. Commissioner Campbell asked if Stemper has any kind of worksheets that we can write up our thoughts or plan before they meet? District GM Deschenes agreed that this is a good idea and stated that his original dates for the school district were wrong, the board has until April 30th, 2022, to extend the contract or renegotiate it. President Young asked about the next steps. District Manager Deschenes responded no motion at this time, by February discussions with Bryan and Scott Logan will help better clear things up. President Young then asked should we direct Scott to talk to Scott Logan before our next meeting, to which the board agreed. Commissioner Stender moved to create a motion to move to direct the district manager to contact Scott Logan about these questions. Commissioner Dusenbury seconded. Passed 5-0.

ADJOURNMENT

UPCOMING MEETINGS

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

25

Scheduled Payment Date: 01/12/2022

Total Amount: \$25,289.41

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220106120025.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u>	<u>1/6/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>1/6/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

26

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220106120025.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1063	01/04/2022	\$1,657.50	WEBSITE SUPPORT - DEC 2021
ABS			17606	01/01/2022	\$90.00	DISTRICT JANITORIA - JAN 2022
AQUATIC SPECIALTY SERVICES			21717	01/04/2022	\$279.80	POOL CHEMICALS
BREE CASWELL			20220106BC55	01/06/2022	\$30.53	PAYROLL PE 12/25/2021
CENTRAL WELDING SUPPLY			RN12212486	12/31/2021	\$73.57	750LB BEV CARB LIQUID
DATAQUEST, LLC			17064	12/31/2021	\$58.00	BACKGROUND CHECK - DEC 2021
FERNANDO CORTEZ			20220106FC89	01/06/2022	\$286.60	PAYROLL PE 12/25/2021
NORTHWEST LANDSCAPING SERVICES			CD50183713	01/01/2022	\$549.41	LANDSCAPE SERVICE - JAN 2022
SNURE LAW OFFICE			20220103BS	01/01/2022	\$650.00	PROFESSIONAL SERVICES - DEC 2021
WCIA			15274	01/01/2022	\$21,614.00	LIABILITY AND PROGRAM ASSESSMENT - 2022



Special District Voucher Approval Document

KC v2.0

27

Scheduled Payment Date: 01/19/2022

Total Amount: \$9,545.62

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220113130910.csv

Fund #: 170950010

CONTACT INFORMATION

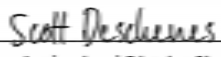
Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

 Authorized District Signature 1/13/2022
 Date

DocuSigned by:

 Authorized District Signature 1/13/2022
 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

28

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220113130910.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			21717	01/04/2022	\$279.80	POOL CHEMICALS
AQUATIC SPECIALTY SERVICES			21715	01/04/2022	\$2,196.50	POOL PUMP REPAIR
AQUATIC SPECIALTY SERVICES			21686	12/20/2022	\$170.51	CONTRACT SERVICE - DEC 2021
CMIT SOLUTIONS EASTSIDE			10114	12/31/2022	\$226.97	MANAGED SERVICES - PHONES 11/22 TO 12/22/21
CMIT SOLUTIONS EASTSIDE			10028	12/31/2021	\$1,511.00	IT SUPPORT - DEC 2021
COMCAST			20220108CB_DMP	01/08/2022	\$1,611.91	TELEPHONE/INTERNET - 1/18 TO 2/17/2022
COPIERS NORTHWEST			2408626	01/07/2022	\$41.73	COPIERS CONTRACT - 12/6/2021 TO 1/6/2022
DEPARTMENT OF RETIREMENT SYSTEMS			DRS1_12/2021	01/13/2022	\$1,086.35	DEF COMP - SD, QK
US BANK			20220110USB	01/10/2022	\$2,420.85	US BANKCARD - 12/11/2021 TO 1/7/2022



Special District Voucher Approval Document

KC v2.0

29

Scheduled Payment Date: 01/26/2022

Total Amount: \$6,911.71

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220119153222.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: LINDA RAYEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Scott Deschenes 1/19/2022
2E03815D71304B0...
 Authorized District Signature Date

 Authorized District Signature Date

 Authorized District Signature Date

DocuSigned by:

Joe Dusenbury 1/19/2022
5E8DDA9899F2474...
 Authorized District Signature Date

 Authorized District Signature Date

 Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

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 Seattle, WA 98104

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____

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

8

Payment Settlement Date 01/14/2022

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 (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 01/10/2022							20,777.19
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 20,777.19

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 1/6/2022
 Print Name Joe Dusenbury Phone # (206) 429-3852 Email mypeggysue.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

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Payment Settlement Date 01/29/2022**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 (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 1-25-2022	170950010			24219			20,595.25
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 20,595.25

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 Duesenberry Title _____ Date 1/19/2022

Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District G.M. **Meeting Date:** February 15, 2022

Under: Old Business **Attachment:** Yes

Subject: Board Committees

Background/Summary:

Each year, the board of commissioners nominates up to two board members to serve on committees that help serve as advisory boards outside of regular meetings to ensure efficient processes between regular board meetings.

COMMITTEES

The use of committees may provide advantages, such as providing an in-depth examination of issues or a communication channel between elected officials and the community, bringing a broad range of ideas and expertise to public decision-making, assisting in the resolution of conflicts, and providing training for new leaders. Formal decisions from committee meetings will be presented as recommendations to the full board at board meetings.

The District currently has four committees:

Capital and Contracts	Achziger	Dusenbury
Finance	Dusenbury	Young
Policy and Procedure (NEW)	Campbell	Young
Public Outreach	Achziger	Stender

The Board of Commissioners discussed Board Committees during their January 4th Retreat and the committees above were informally appointed including a new policy and procedure committee. This agenda item is to formally approve the processes discussed at the retreat.

WCIA REPRESENTATIVE

In past years the district had appointed a board member to be the WCIA insurance representative. After discovering that most agencies appoint a staff member, the board appointed the District GM and Aquatics Manager to serve this position in 2021.

LEGAL REVIEW

After review of potential conflicts, there should be no conflicts that would preclude a board member from serving on a committee.

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2022-03 Board Committees.
--

Reviewed by District Legal Counsel: Yes X No Date: 02/02/22

Three Touch Rule:

Committee Review

1/4/2022

First Board Meeting (Informational)

1/18/2022

Second Board Meeting (Action)

<u>Action Taken:</u>	Adopted	Rejected	Postponed
1. The Board of Directors shall review and approve the annual budget and financial statements.			
2. The Board of Directors shall review and approve the annual report.			
3. The Board of Directors shall review and approve the annual meeting agenda.			
4. The Board of Directors shall review and approve the annual meeting minutes.			
5. The Board of Directors shall review and approve the annual meeting resolution.			
6. The Board of Directors shall review and approve the annual meeting agenda.			
7. The Board of Directors shall review and approve the annual meeting minutes.			
8. The Board of Directors shall review and approve the annual meeting resolution.			
9. The Board of Directors shall review and approve the annual meeting agenda.			
10. The Board of Directors shall review and approve the annual meeting minutes.			
11. The Board of Directors shall review and approve the annual meeting resolution.			
12. The Board of Directors shall review and approve the annual meeting agenda.			
13. The Board of Directors shall review and approve the annual meeting minutes.			
14. The Board of Directors shall review and approve the annual meeting resolution.			
15. The Board of Directors shall review and approve the annual meeting agenda.			
16. The Board of Directors shall review and approve the annual meeting minutes.			
17. The Board of Directors shall review and approve the annual meeting resolution.			
18. The Board of Directors shall review and approve the annual meeting agenda.			
19. The Board of Directors shall review and approve the annual meeting minutes.			
20. The Board of Directors shall review and approve the annual meeting resolution.			

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

Notes:

- Resolution 2022-03 Board Committees

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2022-04

BOARD COMMITTEES

WHEREAS, Article 8 of the District’s Bylaws states “Generally, the Board acts as a committee of the whole. The President may recommend the creation of ad hoc committees to facilitate the conduct of the Board’s affairs. Members of ad hoc committees will be nominated by the President and appointed by the Board.”; and

WHEREAS, at the January 18th Regular Board Meeting, the Board President took nominations for the following committees: Capital and Contracts, Finance, Policies and Procedures, and Public Outreach Committees; and

NOW THEREFORE, BE IT RESOLVED, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts appointments to the following committees.

- **Capital and Contracts Committee:** Commissioner Joe Dusenbury and Commissioner Gene Achziger
- **Finance Committee:** Commissioner Shane Young and Commissioner Joe Dusenbury
- **Policy and Procedures:** Commissioner Holly Campbell and Commissioner Shane Young
- **Public Outreach:** Commissioner Gene Achziger and Commisioner Shane Stender

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 18th day of January 2022 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Agenda Item #: 7c **Assigned to:** District G.M./Legal **Meeting Date:** 02/15/22
Under: Old Business **Attachment:** Yes

- Lease Discussion Presentation
- HSD Lease

FIRST AMENDMENT TO LEASE

THIS FIRST AMENDMENT TO LEASE (this "Amendment") is entered into as of this 6th day of August, 2013, by and between HIGHLINE SCHOOL DISTRICT NO. 401, a Washington municipal corporation ("Landlord") and DES MOINES POOL METROPOLITAN PARK DISTRICT, a Washington municipal corporation ("Tenant").

RECITALS

A. Landlord and Tenant are parties to that certain Lease dated May 1, 2012 (the "Lease"), pursuant to which Tenant leases and operates the Mt. Rainier Pool located at 2272219th Avenue South, Des Moines, Washington.

B. Landlord and Tenant now desire to amend the Lease, pursuant to the terms and conditions contained below, with respect to certain insurance coverage provisions.

C. Capitalized terms used but not defined in this Amendment shall have the meanings given to them in the Lease.

AGREEMENT

NOW, THEREFORE, in consideration of the of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Tenant and the Landlord District agree as follows:

1. Amendment to Section 5

Landlord and Tenant agree that the third paragraph of Section 5 of the Lease is hereby amended in its entirety to read as follows: *"Tenant shall, at a minimum, require that any management company provide evidence of the following insurance coverage; provided, however, that in the event Tenant's management company cannot directly obtain the specified coverage, Tenant shall provide equivalent coverage."*

2. Ratification

Except as expressly amended by this Amendment, the Lease shall remain in full force and effect in accordance with its terms and is hereby ratified and affirmed.

3. Execution in Counterparts

This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which shall together constitute one and the same instrument.

STATE OF WASHINGTON)
) ss.
 COUNTY OF _____)

On this 6 day of August, 2013, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Gene Ackziger, to me known to be the person who signed as President of the DES MOINES POOL METROPOLITAN PARK DISTRICT, the municipal corporation that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that he was duly authorized to execute said instrument on behalf of the municipal corporation, and that the seal affixed, if any, is the corporate seal of said corporation.

IN WITNESS WHEREOF I have hereunto set my hand and official seal the day and year first above written.



Sandra L. Paul
 (Signature of Notary)

 (Print or stamp name of Notary)

NOTARY PUBLIC in and for the State
 of Washington, residing at King County WA
 My appointment expires: 10-05-14

LEASE

THIS LEASE (this "Lease") is entered into this 15th day of May, 2012 by and between HIGHLINE SCHOOL DISTRICT NO. 401, a Washington municipal corporation ("Landlord") and DESMOINES POOL METROPOLITAN PARK DISTRICT, a Washington municipal corporation ("Tenant").

1. Leased Premises. Landlord is the owner of the real property ("Real Property") in King County, Washington more particularly described on EXHIBIT A attached hereto.

Situated on the Real Property is a building ("Building") containing, among other things, a swimming pool known as Mt. Rainier Pool ("Pool") and associated facilities located at 22722 19th Avenue South, Des Moines, Washington. The Real Property, Building and Pool are hereinafter referred to collectively as the "Leased Premises."

In consideration of the covenants and conditions herein to be performed and observed by Tenant, Landlord hereby leases to Tenant and Tenant hereby leases from Landlord the Leased Premises.

2. Term. The initial term of this Lease shall be for a ten (10) year period commencing on the date hereof ("Commencement Date") and expiring on April 30, 2022. Tenant shall have the right to renew this Lease for one additional term ("Renewal Term") of ten (10) years. In order to exercise its right to renew, Tenant shall give Landlord written notice of its election to renew not later than three hundred sixty-five (365) days prior to the expiration of the initial term; provided, however, that if Tenant has been in default beyond any applicable cure period during the initial term of this Lease, or if at the time of Tenant's exercise of the Renewal Term or at the commencement of the Renewal Term any event or condition has occurred which but for the lack of notice or passage of time would constitute a default under the Lease, then Tenant shall have no right to exercise the Renewal Term, and any purported exercise of the Renewal Term by Tenant shall be null, void and of no force or effect. As used herein, "Term" shall mean the initial term of this Lease, as it may be extended by exercise of the Renewal Term, and "Lease Year" shall mean each twelve (12) month period beginning on the Commencement Date.

3. Consideration: Usage by Landlord. Tenant agrees that Landlord shall have the right to use of the Pool for its school swim programs and other school district activities and events in accordance with the Pool schedule set forth on Exhibit B attached hereto, without payment of any pool usage fees. Landlord shall be granted Pool usage rights on at least as favorable a schedule throughout the Term of this Lease, consistent with those set forth on Exhibit B, and the parties shall cooperate reasonably and in good faith in developing the Pool usage schedule for Landlord's use, without payment of any pool usage fees, from time to time during the Term. Landlord agrees that the leasing of the Leased Premises by Tenant, together with Tenant's repair, maintenance and other covenants contained herein and the usage of the Pool granted to Landlord herein, constitutes sufficient consideration to Landlord for the granting of this Lease, and Tenant shall not be required to pay monthly rent for the Leased Premises.

6. Liability.

(a) Each party shall be responsible only for the acts and omissions of its own officers, employees, and agents acting as such, and neither party shall be considered the agent of the other. No party shall be liable for damages or claims which arise from or relate to the performance or nonperformance of this agreement by the other party.

(b) Personal property of the Tenant on the Leased Premises shall be the responsibility of the Tenant, and any loss or damage to such property shall be at the sole risk of the Tenant.

(c) Tenant shall indemnify, defend (using legal counsel acceptable to Landlord) and save Landlord, its directors, officers, employees and agents harmless from all claims, suits, losses, damages, fines, penalties, liabilities and expenses (including but not limited to attorneys' fees and other costs incurred in connection with claims, regardless of whether such claims involve litigation) resulting from any actual or alleged injury (including death) of any person or from any actual or alleged loss of or damage to, any property arising out of or in connection with (i) Tenant's occupation, use or improvement of the Leased Premises, or that of its employees, agents or contractors, (ii) Tenant's breach of its obligations hereunder, or (iii) any act or omission of Tenant or any subtenant, licensee, assignee or concessionaire of Tenant, or of any officer, agent, employee, guest or invitee of Tenant, or of any such entity in or about the Leased Premises. Tenant agrees that the foregoing indemnity specifically covers actions brought by its own employees, and Landlord agrees that Tenant shall not be required to indemnify Landlord for claims arising out of the negligence or willful misconduct of Landlord or its employees, agents or contractors or for claims arising out of the acts or omissions of persons for whose conduct Tenant would not otherwise be responsible under Washington law. This indemnity with respect to acts or omissions during the term of this Lease shall survive termination or expiration of this Lease. The foregoing indemnity is specifically and expressly intended to constitute a waiver of Tenant's immunity under Washington's Industrial Insurance Act, RCW Title 51, to the extent necessary to provide Landlord with a full and complete indemnity from claims made by Tenant and its employees, to the extent provided herein. Tenant shall promptly notify Landlord of material casualties or accidents occurring in or about the Leased Premises which are either life-threatening injuries or are reportable for insurance coverage purposes. LANDLORD AND TENANT ACKNOWLEDGE THAT THE INDEMNIFICATION PROVISIONS OF THIS SECTION 6 WERE SPECIFICALLY NEGOTIATED AND AGREED UPON BY THEM.

7. Insurance.

(a) **Property Insurance:** Tenant shall, at its sole expense, obtain and keep in force, throughout the term of this Lease, a policy or policies of insurance protecting against physical loss to the Leased Premises and including earthquake coverage. The amount of such insurance will not be less than the full replacement value of the improvements on the Leased Premises including the cost to cover foundations, comply with current building codes, demolition costs and to cover the increased cost of construction due to the operation of building laws. Any deductible applicable to such insurance shall be the responsibility of Tenant.

(d) Tenant shall provide and pay all utility costs, including but not limited to water, sewer, electricity, light, heat, telephone, telecommunications and garbage service, during the Term of this Lease.

9. Facility Alterations. Tenant shall not make any alterations, additions, or improvements of or to improvements on the Leased Premises, nor shall Tenant demolish the Building, without the prior written consent of Landlord, which shall not be unreasonably withheld; provided, however, that Landlord's prior written consent shall not be required for alterations which (i) are non-structural, (ii) do not affect Building or Pool systems or utilities, (iii) do not require governmental permits and (iv) do not affect the exterior or appearance of the Building. Any alterations, additions and improvements which are made shall be at the sole cost and expense of Tenant, and shall remain in and be surrendered with the Leased Premises at which time title thereto shall revert to Landlord. Tenant shall pay all costs for any alterations permitted hereunder and shall keep the Leased Premises free and clear of all mechanics' or similar liens which may result from construction by Tenant or its agents.

10. Removal of Tenant Owned Equipment. Any and all equipment, temporary partitions, and trade fixtures of whatsoever name or nature that Tenant may install in or on the Leased Premises shall be removed at the termination of this Lease, and Tenant shall repair any damage or injury caused by such removal.

11. Eminent-Domain. In the event the entire Leased Premises shall be condemned for public use, then, upon the taking of the same for such public use, this Lease shall become void, and the Term herein granted shall cease on the date the condemnor takes possession. In the event a part of the Leased Premises is condemned, this Lease shall not terminate but the leased area shall be reduced in the proportion which the portion of the Leased Premises so taken bears to the entire Leased Premises.

12. Right of Inspection. Landlord shall have the right to enter the Leased Premises on reasonable notice and at reasonable times during the term of this Lease to inspect the condition of the same.

13. Signs. Tenant shall not display on the Leased Premises or the Building any sign without Landlord's consent, which consent shall not be unreasonably withheld.

14. Custodial Services, and Grounds Maintenance. Tenant shall supply at its own cost and expense custodial services and maintenance of the grounds, including the flowerbeds and parking lot, and Landlord shall supply at its own cost and expense lawn mowing services for the lawn surrounding the Building. Aside from the lawn mowing to be provided by Landlord, Tenant shall maintain the Building and grounds in a manner reasonably acceptable to Landlord.

15. Loss by Fire or Other Casualty. In the event of damage to or destruction of the Building, by fire or any other cause, Tenant shall, at its sole cost and expense, restore, repair, replace, rebuild, modify or alter the same as promptly as practicable to substantially its condition prior to said damage or destruction. Any repair, restoration, replacement or other construction shall be done in accordance with plans and specifications prepared by Tenant at its expense and approved by Landlord, which approval shall not be unreasonably withheld or delayed. Tenant

Notwithstanding any such reletting without termination, Landlord may at any time thereafter elect to terminate this Lease for such previous breach.

17. Rights of Termination.

Landlord and Tenant shall each have the right to terminate this Lease upon written notice to the other, as follows: (a) there shall be no right to terminate under this Section 17 during Lease Years 1 and 2; (b) during Lease Years 3, 4 and 5, either party may terminate this Lease upon giving at least thirty-six (36) months prior notice during such Lease Years; (c) during Lease Years 6 and 7, either party may terminate this Lease upon giving at least twenty-four (24) months prior notice during such Lease Years; and (d) during Lease Years 8 and 9, either party may terminate this Lease upon giving at least twelve (12) months prior notice during such Lease Years. This Section 17 includes all of the rights of the Landlord to recapture the Leased Premises for school purposes required under RCW 28A.335.040.

18. Surrender; Holding Over.

On expiration or earlier termination of the Term, Tenant shall surrender the Leased Premises and all Tenant's improvements and alterations to Landlord broom clean and in good condition. Tenant shall remove all of its personal property within the time period stated in this Section. Tenant, at its cost, shall perform all restoration made necessary by, and repair any damage to the Leased Premises caused by, the removal of its personal property to Landlord's reasonable satisfaction within the time period stated in this Section. Landlord may, at its election, retain or dispose of in any manner any of Tenant's personal property that Tenant does not remove from the Leased Premises on expiration or termination of the Term as allowed or required by the provisions of this Lease by giving ten (10) days notice to Tenant. Title to any such personal property that Landlord elects to retain or dispose of on expiration of such ten (10) day period shall vest in Landlord. Tenant waives all claims against Landlord for any damage to Tenant resulting from Landlord's retention or disposition of any such personal property. Tenant shall be liable to Landlord for Landlord's costs for storing, removing and disposing of Tenant's personal property. If Tenant fails to surrender the Leased Premises to Landlord on expiration or termination of the Term as required by this Section, Tenant shall hold Landlord harmless from all damages resulting from Tenant's failure to timely surrender the Leased Premises. If Tenant, without Landlord's prior consent, remains in possession of the Leased Premises after expiration or termination of the Term, or after the date in any notice given by Landlord to Tenant terminating this Lease, such possession by Tenant shall be deemed to be a tenancy at sufferance terminable at any time by either party.

19. Waiver. No act or omission of Landlord at any time after the happening of any event authorizing the cancellation or forfeiture of this Lease by Landlord shall operate as a waiver of any past or future violation, breach or failure to keep and perform any covenant, agreement, term or condition hereof, or deprive Landlord of the right to cancel or forfeit this Lease at any time that cause for cancellation or forfeiture may exist, or be construed at any future time to stop the Landlord from exercising any other right, option or remedy which Landlord may have under any term or provision of this Lease.

20. Notices. Any notices required to be served on or given in accordance with the terms of this Lease shall be addressed or delivered as follows:

licensed or otherwise, claiming through, under or by reason of the conduct of the indemnifying party in any manner whatsoever in connection with this Lease.

26. Modification. The parties agree that this Lease is the complete expression of the terms hereto and any oral representation or understanding not incorporated herein is excluded. The parties reserve the right to modify this Lease. Any modifications to this Lease must be approved by both parties and shall be in writing and signed by both parties.

27. Benefits. This Lease is entered into for the benefit of the parties to this Lease only and shall confer no benefits, direct or implied, on any third parties.

Signatures appear on the following page.

STATE OF WASHINGTON)
) ss.
 COUNTY OF King)

I certify that I know or have satisfactory evidence that ALAN SPICCIATI, the INTERIM SUPERINTENDENT of HIGHLINE SCHOOL DISTRICT NO. 401, a Washington municipal corporation, is the person who appeared before me, and said person acknowledged that s/he signed this instrument on behalf of the School District, acknowledged it to be the free and voluntary act of the School District for the uses and purposes mentioned in this instrument, and on oath stated that s/he is authorized to execute this instrument.

DATED May 1st, 2012



Paula Ann Rockwell
 Print Name: PAULA ANN ROCKWELL
 NOTARY PUBLIC for the State of
 Washington, residing at 12910 SE 201st Pl, Kent WA 98030
 My appointment expires: 11-27-2015

STATE OF WASHINGTON)
) ss.
 COUNTY OF King)

I certify that I know or have satisfactory evidence that Martin Martinson, the Commissioners-Pres DMPMPD of DESMOINES POOL METROPOLITAN PARK DISTRICT, a Washington municipal corporation, is the person who appeared before me, and said person acknowledged that s/he signed this instrument on behalf of the DESMOINES POOL METROPOLITAN PARK DISTRICT, acknowledged it to be the free and voluntary act of the DESMOINES POOL METROPOLITAN PARK DISTRICT for the uses and purposes mentioned in this instrument, and on oath stated that s/he is authorized to execute this instrument.

DATED May 3, 2012

Katherine D. Kitts
 Print Name: Katherine D. Kitts
 NOTARY PUBLIC for the State of
 Washington, residing at Burien WA
 My appointment expires: 07-19-2014



EXHIBIT B**POOL SCHEDULE****USE BY HIGH SCHOOL INTERSCHOLASTIC SWIM/DIVE TEAMS**

- 1. Fall Season: 2:30-5:30 Weekday Use Starting Monday of The Third Full Week Of August Through Friday Of The Second Full Week Of November.**
- 2. Winter Season: 2:30-5:30 Weekday Use Starting Monday Of The Third Full Week Of November Through Friday Of The Second Full Week Of February.**
- 3. One Four-Hour Saturday Morning/Early Afternoon Block Per Season By Mutual Agreement To Host A West Central District Zone Dive Event And/Or Invitational Swim Event.**
- 4. Practice Blocks Over School District And/Or Holiday Breaks To Be Arranged By Mutual Agreement.**
- 5. Any Changes In Schedule Will Require Mutual Acceptance By Pool District And School District.**
- 6. Before the 2012 Fall Swim Season Commences, The Pool District and It's Operator (AMG) And The School District Shall Mutually Develop And Mutually Agree On A Set Of Standards Of Conduct And Guidelines For Use Of Mt. Rainier Pool.**

Contractor Certification
Proclamation 21-14.1 - COVID-19 Vaccination Certification
King County Verification of Vaccination Order Certification

To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in RCW 43.06.220, issued Proclamation 21-14.1 - COVID-19 Vaccination Requirement (dated August 20, 2021) and as may be amended thereafter. Similarly, Dr. Jeff Duchin the Local Health Officer for King County, issued a Verification of Vaccination Order on September 16, 2021, revised October 4, 2021.

The Proclamation requires contractors who work in an educational setting ensure that their personnel (including subcontractors) who perform contract activities at the Mt. Rainier Pool comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation.

The Verification of Vaccination Order requires all individuals over 12 years old or older that enter the Mt. Rainier Pool to provide Proof of Vaccination or Proof of a Negative Covid test administered within 72 hours of entry into the Pool.

I hereby certify, on behalf of the firm identified below, as follows (check one):

☒ **CONTRACTOR HAS A COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN THAT COMPLIES WITH THE VACCINATION PROCLAMATION AND COMPLIES WITH VERIFICATION OF VACCINATION ORDER FOR ANY INDIVIDUALS THAT ENTER THE MT. RAINIER POOL BECAUSE ON THEIR ASSOCIATION WITH CONTRACTOR. Contractor:**

1. Has reviewed and understands Contractor's obligations as set forth in Proclamation 21-14.1 - COVID-19 Vaccination Requirement (dated August 20, 2021);
2. Has reviewed and understands the requirements of the Verification of Vaccination Order (dated September 16, 2021, revised October 4, 2021).
3. Has developed a COVID-19 Vaccination Verification Plan for Contractor's personnel (including subcontractors) that complies with the above-referenced Proclamation;
4. Has developed a COVID-19 Vaccination Verification Plan for any non-personnel individuals that will enter the Mt. Rainier Pool because of their association with Contractor (including but not limited to swim team members); #5
5. Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
6. Complies with the requirements for granting disability and religious accommodations for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
7. Has obtained a copy or visually observed proof of full vaccination against COVID-19 or proof of a negative Covid test meeting the requirements of the Verification of Vaccination Order administered within 72 hours of entry into the pool for individuals that will enter the Mt. Rainier Pool because of their association with Contractor (including but not limited to swim team members); #5
8. Has operational procedures in place to enable Contractor personnel (including subcontractors) who perform contract activities on-site at the Mt. Rainier Pool and individuals that will enter the Mt. Rainier Pool because of their association with Contractor (including but not limited to swim team members) to provide compliance documentation that such personnel are in compliance with the above-referenced Proclamation and Vaccination Verification Order; and #5
9. Will provide to the Des Moines Pool Metropolitan Park District, upon request, Contractor's COVID-19 Vaccination Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein and that I will notify the Des Moines Pool Metropolitan Park District of any future changes in any statement herein.



Des Moines Pool Metropolitan Park District

Highline School District

Attn: Phil Willenbrock

15675 Ambaum Blvd SW

Burien, WA 98166

Dear Phil:

Pursuant to the governor's emergency powers authorized in RCW 43.06.220, Washington Governor Jay Inslee issued Proclamation 21-14-1 – COVID-19 Vaccination Requirement ("Proclamation"). Similarly, Dr. Jeff Duchin the Local Health Officer for King County, issued a Verification of Vaccination Order on September 16, 2021, revised October 4, 2021.

Effective October 18, 2021, the Proclamation prohibits the Des Moines Pool Metropolitan Park District from permitting contractors to engage in work at the Mt. Rainier Pool if the personnel performing the contract (including subcontractor personnel) have not been fully vaccinated against COVID-19 as set forth in the Proclamation. The only two exemptions from the vaccination requirement are if such individual is unable to be vaccinated due to a disability or the requirement conflicts with their sincerely held religious beliefs, practice, or observance (in either case, the Proclamation requires confirmation).

Effective October 25, 2021, the Verification of Vaccination Order requires all individuals over 12 years old or older that enter the Mt. Rainier Pool to provide Proof of Vaccination or Proof of a Negative Covid test administered within 72 hours of entry into the Pool.

You are receiving this letter because your company has a contract with the Des Moines Pool Metropolitan Park District and, as part of the performance of that contract, your company's personnel (including any subcontractor personnel) are required to or likely will provide contracted goods or services in person and on-site at the Mt. Rainier Pool. Therefore, as a contractor, your company is subject to the vaccination requirements set forth in the Proclamation.

In addition, in order to reduce the impact of the Verification of Vaccination Order on District staff and to create an efficient process for allowing your organization to continue using the Mt. Rainier Pool during the period in which the Verification of Vaccination Order is in effect, your company must also manage the vaccination or testing status of individuals that will enter the Mt. Rainier Pool because of their association with your company (including but not limited to swim team members).

206.824.4711

22722 19th Avenue So.

Des Moines WA 98198

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

COVID-19 Washington and King County Vaccination Agreement Letter
 October 14, 2021 (Edited Version)
 Page 3

valid proof of vaccination or relevant exemption status upon request will not be admitted into the Pool facility.

6. Beginning October 25, 2021, you must obtain a copy or visually observed proof of a negative Covid test meeting the requirements of the Verification of Vaccination Order administered within 72 hours of entry into the pool for personnel (including subcontractors) who have received a disability or religious based exemption from the vaccination requirement imposed under the above-reference Proclamation.
7. You must cooperate with any investigation or inquiry the District may make in your compliance with the requirements of the Proclamation, including by providing information and records upon request, except any information or records that you are prohibited by law from disclosing.
8. Effective October 25, 2021, no spectators will be allowed to enter the facility for practices or swim meets.

Please note that the following parameters apply:

1. A worker is fully vaccinated two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine (e.g., Pfizer-BioNTech or Moderna) or a single-dose COVID-19 vaccine (e.g., Johnson & Johnson (J&J)/Janssen) authorized for emergency use, licensed or otherwise approved by the FDA or listed for emergency use or otherwise approved by the World Health Organization.
2. Under Section 3 of the Proclamation, acceptable forms of proof of full vaccination status include the following:
 - 2.1. CDC COVID-19 Vaccination Record Card or photo of the card
 - 2.2. Documentation of vaccination from a health care provider or electronic health record;
 - 2.3. A state issued immunization information system record; or
 - 2.4. For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.
3. Under the King County Verification of Vaccination Order unvaccinated individuals must provide digital or printed documentation from a testing agent, including a laboratory, health care provider, or pharmacy of a negative FDA-approved molecular (e.g., PCR) test or an FDA-approved antigen (e.g., rapid) test administered within the previous 72 hours. Antigen tests that are self-administered will not be accepted.
 - 3.1. A negative FDA-approved PCR test administered within the previous 72 hours, or

**ADDENDUM TO LEASE AGREEMENT
HIGHLINE SCHOOL DISTRICT NO. 401
And
DES MOINES POOL METROPOLITAN PARK DISTRICT**

THIS ADDENDUM TO LEASE AGREEMENT (hereinafter "ADDENDUM") is between HIGHLINE SCHOOL DISTRICT NO. 401, a municipal corporation ("Landlord"), and DES MOINES POOL METROPOLITAN PARK DISTRICT, a municipal corporation "Tenant."

All terms and conditions of the original Lease dated May 1, 2012 "Lease" shall remain in full force and effect with the following exceptions:

1. **Term.** The initial term identified in Section 2 of the Lease shall be extended by one (1) year to April 30, 2023. Tenant's deadline for exercising its right to renew shall be April 30, 2022.

IN WITNESS, the parties below execute this Lease Addendum, which shall become effective on the last date entered below.

Highline School District No. 401

Des Moines Pool Metropolitan Park District

Digitally signed by Phillip J Willenbrock
DN: cn=Phillip J Willenbrock, o=Highline Public
By: schools, ou=athletics,
email=philip.willenbrock@highlineschools.org, c=US
Date: 2021.01.20 12:36:50 -08'00'
Print Name:
Its

By: _____

Print Name:
Its

DATE: _____

DATE: _____

HSD Lease Extension

Regular Board Meeting
February 15, 2022

1

History

- District formed in 2009
 - Previous coalition including City of Des Moines
- Ten-year lease signed in 2012
 - Tenant needs to give "written" election to renew, no later than 365 days before end of lease – April 30, 2022.
 - Free use of lanes, 2:30-5:30pm weekdays and mutually agreed weekend/break times
- Extended lease one year in 2021 – April 30, 2023
 - Will need to give written notice by April 30, 2022
- District put over \$1 million into facility in 2017-2018, while HSD put in around \$400k in 2018

2

Changes

- School starts later
- MRHS Swimmers 3-4:30pm and Dive Team, 4:30-5:30pm, but rented pool to go to 6pm in 2021/2022
- Rent scoreboard equipment for \$400/meet – use towards purchase and future replacement of scoreboard
- Lifeguards required at practices (best practice/MAHC)
- School gives us free space in 2022 (after Covid-19)
- School patched roof, replaced brick, installed skylight and put anti- graffiti finish
- School provides better security
- Mows lawns, but does not provide landscaping
- HSD provides overflow parking when needed

3

Other Information to Be Aware Of...

School does not charge District rent, but does get free swim time for ten-weeks (\$25-\$30k value)

- Pays for usage at ECAC, but they do not have taxing district

Original lease called for \$1 million teardown, if we take control and school district will probably still retain ownership of land below

4

Questions

- Do we want to charge HSD for lane usage during future?
 - They may need to adjust their times to 6:00pm (later start)
 - After 4pm is prime time for the district to gain revenue, provide public services
- Do we want to negotiate for more access to schools?
 - MRHS/Maritime PE classes (future lifeguards)
 - Each side provide staff
 - Swim lessons/water safety to schools

5

Questions

- (Short Term) Do we want them to work with us to expand current pool?
 - Need HSD approval per contract
 - Takes up to six months to get a small change through
 - Work to get additional lands
- (Long Term) Do we want to work with them for regional facility?
 - New RCO Study
 - Pursuit of regional aquatics to support local facility
 - Other:

6

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** 2/15/22

Under: New Business **Attachment:** Yes

Subject: Future of Mount Rainier Pool Retreat Discussion

Background/Summary:

The Capital and Contracts Committee had a meeting on Wednesday, January 5, 2022. In this meeting, it was decided to discuss moving forward with strategic planning for the Mount Rainier Pool.

At the January 18, 2022 Regular Board Meeting the Board of Commissioners tasked the District GM to pursue a retreat. This retreat will be completed after the meeting with the school district and before the feasibility study.

This meeting will cover the items discussed in the presentation at the January 18, 2022 board meeting and help the architect have the materials needed to plan for a potential master plan.

The District GM is meeting with Stemper Architects on February 25 to bring a quote to the March 15 regular board meeting. The District GM suggests a date in late-March or early April that will give the architect of record, the time to adequately prepare for the meeting. It

Fiscal Impact: N/A

Proposed Motion:

I move to schedule a board retreat on _____.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

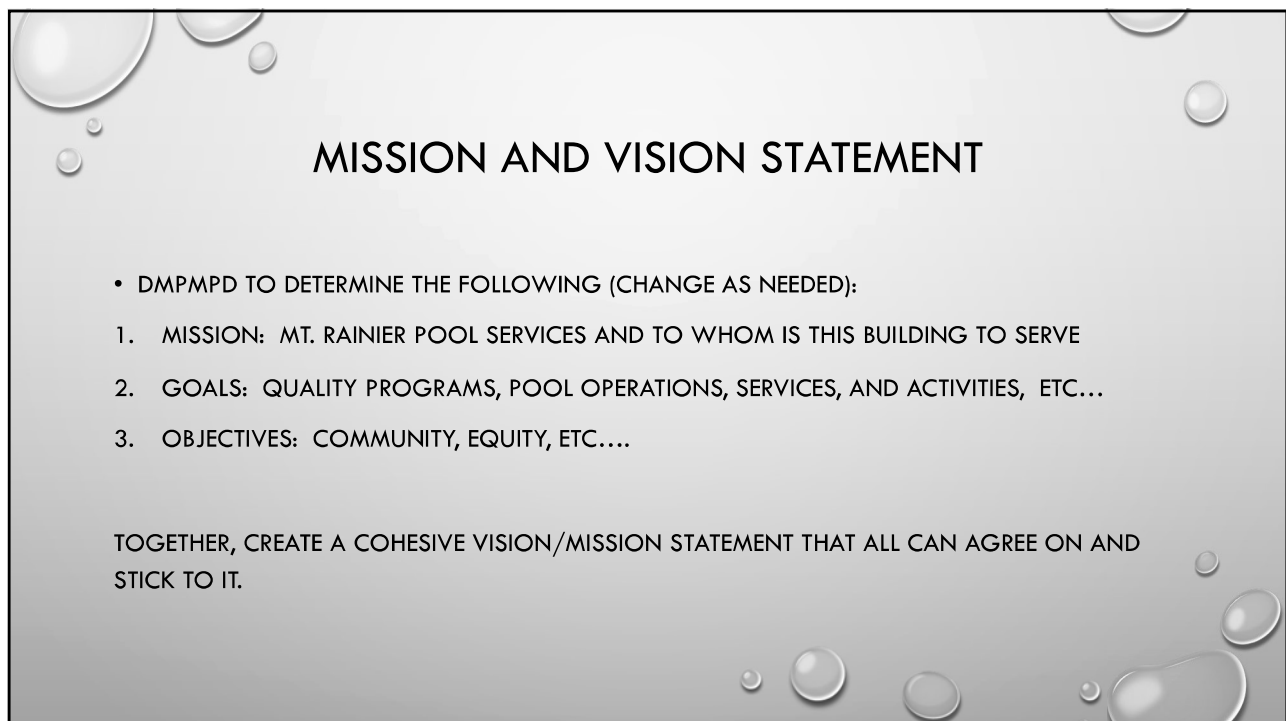
Follow-up Needed: Yes _____ No _____ **Reporting Back Date:** _____

Notes/Attachments:

- January 18, 2022 Board Retreat Presentation (Presented at Previous Meeting)



1



2

MASTER PLAN OBJECTIVES AND GOALS					
COMMUNITY	USE OF FACILITY	EQUITY	IMPROVE THE FACILITY	OUTREACH	RESOURCE ACQUISITION
<ul style="list-style-type: none"> LOOK FOR OPPORTUNITIES TO CONNECT WITH THE IMMEDIATE AND SURROUNDING COMMUNITIES PROVIDE FACILITY THAT PROMOTE DIVERSITY AND INCLUSION, CULTURES, NATIONALITIES, ECONOMIC EQUITY. PROVIDE FACILITY THAT PROMOTES MOUNT RAINIER POOL AS A CENTER FOR THE IMMEDIATE NEIGHBORHOOD TO GATHER AND SHARE EXPERIENCES AND ACTIVITIES 	<ul style="list-style-type: none"> MAKE EFFICIENT AND APPROPRIATE USE OF RESOURCES FINANCIAL RESOURCES: INTEGRATE MULTIPLE OBJECTIVES IN PLANS PHYSICAL RESOURCES: IS PRESERVATION OF BUILDING A PRIORITY, CONSIDER THE SITE AND NATURAL AND SIGNIFICANT FEATURES CONSIDER SHORT TERM AND LONG TERM IMPACTS ORGANIZE PROGRAMS, ACTIVITIES, AND SERVICES THAT MAKE SENSE FEASIBILITY OF PHYSICAL FACILITIES, FLEXIBILITY OF SCHEDULES, ACCOMMODATION OF SCHOOL USE, ETC.. 	<ul style="list-style-type: none"> ENSURE AND EQUITABLE MATCH BETWEEN THE FACILITY AND THE PROGRAMS: DEVELOP FACILITY AND PROGRAMS WHICH PROVIDE AND SUPPORT DEVELOPMENT OF MOUNT RAINIER POOL AS AN EQUITABLE SPACE/PLACE FOR STUDENTS, COMMUNITY, GREATER AREA (?) 	<ul style="list-style-type: none"> ENHANCE THE MISSION AND VISION OF MOUNT RAINIER POOL AND DES MOINES POOL METROPOLITAN PARK DISTRICT IN SERVICES, PROGRAMS, AND OUTREACH IMPROVE FACILITIES (EXPANSION, ADDITION, RENOVATIONS) IMPROVE PARKING AND PEDESTRIAN WALKS, ADA ACCESS, SIGNAGE IMPROVE TECHNOLOGY PROVIDE SPACES WHICH ENCOURAGE COMMUNITY GATHERING AND SERVICES/SPACES BEYOND SWIMMING GENERAL GROUNDS AND LANDSCAPING IMPROVEMENTS 	<ul style="list-style-type: none"> DEVELOP OUTWARD FOCUS OF THE POOL FACILITY AND ENGAGE WITH THE COMMUNITY HIRE A LIAISON TO DEVELOP MARKETING AND METHODS FOR OUTREACH UTILIZE MAIL SYSTEM FOR BROCHURES, FEATURES, PROGRAMS, OPPORTUNITIES FOR COMMUNITY TO UTILIZE THE FACILITY CREATE EVENTS AND ACTIVITIES WHICH INVITE THE COMMUNITY ESTABLISH THE OUTREACH AREAS AND DEVELOP A CALENDAR OF ACTIVITIES AND GOALS 	<ul style="list-style-type: none"> LEVERAGE RESOURCES THROUGH COMMUNITY PARTNERSHIPS. LIST THE POSSIBILITIES. CONTINUE AND IMPROVE COMMUNICATION OPPORTUNITIES WITH THE SCHOOL DISTRICT STRENGTHEN CONNECTIONS WITH BUSINESSES OF SIMILAR GOALS/MISSION PURSUCE OPPORTUNITIES WITH OTHER FACILITIES FOR JOINT EVENTS THAT WOULD SUPPORT AND STRENGTHEN THE VISION/MISSION CONTINUE TO BUILD CONNECTION AND RELATIONSHIP WITH COMMUNITY AND BUSINESSES/ORGANIZATIONS – MUST BE INTENTIONAL

3

NEEDS ASSESSMENT	TIMELINE (DETAIL)
<p>1. MOUNT RAINIER POOL TO ASSESS:</p> <ul style="list-style-type: none"> TIMELINE 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 (COVID HAS CHANGED A LOT OF STATISTICS ON POPULATION EXIT AND INFLUX) WHO AND HOW MANY ARE TO BE ACCOMMODATED AT THIS POOL? REALISTIC PROJECTION IS CRITICAL. MUST BE IN CONTEXT WITH THE TIMELINE GOALS. HIRE A/E TEAM TO REVIEW EXISTING BUILDING, BUILDING SYSTEMS, AND SITE CONDITIONS. FEASIBILITY STUDIES WHICH CONSIDER RENOVATIONS, ADDITIONS, EXPANSION, LAND ACQUISITION. 	<p>IMMEDIATE/CRITICAL NEED (PRESENT TO 2 YEARS)</p> <ul style="list-style-type: none"> EXISTING PROGRAMS AND FACILITY ACCOMMODATIONS – IS IT SUFFICIENT FOR USERS (SCHOOL DISTRICT, IMMEDIATE NEIGHBORHOOD)? LIST EXISTING CRITICAL NEED FROM PROGRAMMING TO FACILITIES DOES THIS INCLUDE PHYSICAL BUILDING AND GROUNDS IMPROVEMENTS, REPAIRS, RENOVATION? <p>SHORT/MID TERM NEED (2-4 YEARS):</p> <ul style="list-style-type: none"> INCLUDE PROJECTIONS FOR GROWTH AND PROGRAM/FACILITY NEEDS FUNDING ACQUISITION PLANS, COMMUNITY OUTREACH EXISTING FACILITY EXPANSION/ADDITION, MAJOR PROJECTS? <p>LONG TERM NEED AND WISH LIST (5+ YEARS) :</p> <ul style="list-style-type: none"> REGIONAL FACILITY WITH JOINT FACILITY SHARING? USE OF EXISTING POOL ONCE REGIONAL FACILITY IS BUILT? <p>CONSIDER:</p> <p>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.</p>

4

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District GM **Meeting Date:** 2/15/22

Under: New Business **Attachment:** Yes

Subject: SEEK Grant Update

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 \$78k 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.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. First-touch item.

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

Two Touch Rule:	N/A	Committee Review
	N/A	
	N/A	

First Board Meeting (Informational)
Second Board Meeting (Action)

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

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

Notes/Attachments:

- Presentation "SEEK Grant"
- List of SEEK Awardees
- Agreement with OSPI (Note-Insurance will be prepared by District GM separately)

SEEK Grant Update

February 15, 2022

1

OVERVIEW

- Summer Programming through OSPI
 - Office of the Superintendent of Public Instruction (WA State)
- Grant for up to \$78K
- Lasts 4/15-11/15
- Ages 4-14
- 100% of Scholarship
- Do not need to meet financial requirements



2

Program Design

- Demographics Survey
- Water Safety Survey
 - Skills
 - Perception of Water Safety
- Process to eliminate attrition
 - Free usually has large drop-offs
- Training the trainers
 - Need more staff (barber college)
 - Scheduling with other pools
- Resident/Non-Resident Registration
 - Deadlines to add waitlist people due to attrition
- Private Lessons
 - For students who need additional help or affect group
 - Use current scholarship monies to cover



3

Ideal Schedule

- SPRING
- Mon/Wed (4-week sessions)
- Saturday (8-week session)
 - April – Early June
- SUMMER
- Swim Instructor Training – June 20-July 2
- Mon-Thu (2-week sessions)
 - Morning & Early Afternoon
 - July 5
- Saturday (8-week session)

POST COVID-19 RE-OPENING POOL SCHEDULE
Monday-Saturday (No Sundays)
July 5th - 19th

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SHALLOW END						
8:30-9:30am	Water Exercise	Closed	Water Exercise	Closed	Water Exercise	8:30-11:30am Swim Lessons
9:30-11:30am	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Family Swim	
11:00am-1:00pm	Water Walk	Family Swim	Water Walk	Family Swim	Water Walk	11am-1pm Water Walking
1:00-3:00pm	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Hold for Training or Camp KHAGS	1:30-3pm Cleaning/Setup
3:00-4:00pm	MRP Swim Club 9-12	MRP Swim Club 13-18	MRP Swim Club 9-12	MRP Swim Club 13-18	MRP Swim Club 9-12	1:30-3pm Open Swim - 1st 52/3rd Whit
4:00-5:00pm			Cleaning 4-5pm			
5:00-7:00pm	Family Swim	5-6 Family Swim 6-7 Water Exercise	Family Swim	5-6 Family Swim 6-7 Water Exercise	Family Swim	Rentals (Pick Saturday)
DEEP END						
8:30-9:30am	Reservations*	Closed	Reservations*	Closed	Reservations*	8:30-11am SMAC
9:30-11:30am	Lap Swim (4)***	Lap Swim (4)***	Lap Swim (4)***	Lap Swim (4)***	Lap Swimming	11am-1pm Lap Swimming
11:30am-1:30pm	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	Hold for Training or Camp KHAGS	1-1:30pm Cleaning/Setup
1:00-3:00pm	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	MRP Swim Club 9-12	1:30-3pm Open Swim - 1st 52/3rd Whit
3:00-4:00pm	MRP Swim Club 9-12	MRP Swim Club 13-18	MRP Swim Club 9-12	MRP Swim Club 13-18	MRP Swim Club 9-12	
4:00-6:00pm	4-7pm SMAC Practice (Full Pool)	4-6pm SMAC Practice (Full Pool)	4-7pm SMAC Practice (Full Pool)	4-6pm SMAC Practice (Full Pool)	4-7pm SMAC Practice (Full Pool)	Rentals (Pick Saturday)
6:00-7:00pm		6-7pm Lap Swim (3)***		6-7pm Lap Swim (3)***		

Hours: Mon/Wed/Fri, 8:30am-7pm
Tue/Thu, 9:30am-7pm
Sat, 8:30am-3pm (+ Rentals to 5pm)
Sun, Closed or Large Rentals

* Reservations - Mon/Wed/Fri, 8:30-9:30am (Special One Swimmer/Lane).

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

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

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

For more information, visit www.mtrainerspool.com or call us at 206.824.4722.
To make a reservation please call 206.824.4722 or email lauryne.thurmond@desmosinepool.org

4

Upcoming Dates

- Process/Paperwork – Feb 25
- March 8 – Market Program
 - HSD PeachJar
 - PTSA's
 - Facebook Ads
 - Should fill all spots
 - Article on program
- Contract/Insurance – March 15
- April 15 – Start Spring Program
- June 20 – Start Summer Program



5

Challenges

- Capacity of Staff
 - Expertise Levels
 - Other jobs
 - Staff to internally train staff/opportunities outside
- Water Time for Everyone
- Swim Club
 - Move back an hour, 3-4pm
- Camp KHAOS (May not have answer in time)
 - Partner to fill some spots, but may not have time
- Swim Teams
 - Start at 4pm
- Regular Users
 - Restricted times
 - Shorten hours to offer programming
 - Closed Sundays (during summer)



6



Anderson Island Park and Recreation District
Asotin County Parks & Recreation
Auburn Parks, Arts & Recreation
Bainbridge Island Metropolitan Park & Recreation District
Battle Ground Parks & Recreation, City of Battle Ground
Bellevue Parks & Community Services
Bellingham Parks and Recreation
Blaine-Birch Bay Park and Recreation District 2
Burlington Parks and Recreation
Central Klickitat County Parks and Recreation District
Cheney Parks & Recreation
City of Aberdeen, Parks and Recreation
City of Airway Heights Parks and Recreation
City of Bremerton Parks & Recreation
City of Buckley Parks & Recreation
City of Burien
City of Camas
City of Chehalis
City of College Place
City of Colville
City of Covington
City of DuPont
City of Edmonds
City of Ellensburg - Parks & Recreation Department
City of Federal Way
City of Fife
City of Fircrest
City of Kenmore
City of Kent Parks, Recreation and Community Services

City of Kirkland - Parks and Community Services

City of Lakewood Parks and Recreation

City of Longview Parks and Recreation

City of Maple Valley Parks & Recreation

City of Marysville - Parks, Culture and Recreation

City of Moses Lake Parks, Recreation & Cultural Services Department

City of Mount Vernon Parks and Enrichment Services Department

City of Mountlake Terrace Recreation & Parks

City of Oak Harbor Public Works Department Parks Division

City of Olympia Parks Arts and Recreation

City of Orting

City of Othello

City of Pasco

City of Pullman Parks & Recreation

City of Puyallup Parks & Recreation

City of Quincy Recreation Department

City of Redmond

City of Renton - Recreation Division

City of SeaTac

City of Sedro-Woolley

City of Sequim

City of Shoreline

City of Spokane Parks and Recreation

City of Spokane Valley Parks and Recreation

City of Sunnyside Parks and Recreation

City of Tumwater Parks and Recreation

City of Vancouver Parks, Recreation & Cultural Services

City of Walla Walla

City of Yakima Parks and Recreation

Des Moines Pool Metropolitan Park District

Eastmont Metropolitan Park District

Ephrata Parks and Recreation

Lacey Parks, Culture and Recreation

Lower Elwha Klallam Tribe

Manson Park & Recreation District

Metro Parks Tacoma

North Whidbey Pool, Park, and Recreation District

Peninsula Metropolitan Parks District

Pierce County Parks

Point Roberts Park and Recreation District No. 1

Prosser Parks & Recreation Department

Seattle Parks and Recreation

Si View Metropolitan Park District

Squaxin Island Tribe - Parks and Recreation

Town of Steilacoom

Tukwila Metropolitan Park District

Tukwila Parks & Recreation

Vashon Park District

SEEK Funding Opportunity Subcontractor Funding Agreement

**Association of Washington Cities
Service Subcontract (“Subcontract”) with**

Des Moines Pool Metropolitan Park District
through

Summer Experiences & Enrichment for Kids Fund (SEEK Fund)
A program of the Washington Office of Superintendent of Public Instruction
(OSPI)

For

Jurisdiction Name	Des Moines Pool Metropolitan Park District
Program Description	1. Providing Access to Water Safety for Underserved Communities

Start date: April 15, 2022

End date: November 15, 2022

FACE SHEET

Subcontract Number: 22-59

Association of Washington Cities (AWC)

Summer Experiences & Enrichment for Kids (SEEK) Fund

The Association of Washington Cities (AWC) is working in collaboration with and generally under the direction from OSPI to provide evidence-based, outdoor, summer enrichment programs to youth in K-12 (ages 4-21). Funds for this subcontract are intended to prevent, prepare for, or respond to the COVID-19 pandemic, including its impact on the social, emotional, mental health, and academic needs of students.

1. Subcontractor		2. Subcontractor Doing Business As (optional)	
3. Subcontractor Representative		4. AWC Representative	
		Jacob Ewing Legislative Policy Analyst (360) 753-4137 jacobe@awcnet.org	
		1076 Franklin Street SE Olympia, WA 98501	
5. Subcontract Amount	6. Start Date	7. End Date	8. Tax ID #
\$79575	April 15, 2022	November 15, 2022	
9. Subcontract Purpose			
Carry out summer activities under the OSPI SEEK program as described in Attachment A.			
AWC and the Subcontractor, as defined above, acknowledge and accept the terms of this Subcontract and attachments and have executed this Subcontract on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Subcontract are governed by this Subcontract and the following other documents incorporated by reference: Subcontractor General Terms and Conditions including Attachment "A" – SEEK Application/Scope of Work; Attachment "B" – Project Costs Worksheet; Attachment "C" – Subcontractor Data Collection; Attachment (D) – Subcontractor Agent(s); Attachment E - Proclamation 21-14 COVID-19 Vaccination Certification.			
FOR SUBCONTRACTOR		FOR Association of Washington Cities	
_____ _____ Date		_____ _____ Date	

Last revision 11/23/2021

SEEK Funding Opportunity Subcontractor Funding Agreement

1. **SUBCONTRACT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the Subcontract contact person for all communications and billings regarding the performance of this Subcontract.

The Representative for AWC and their contact information are identified on the Face Sheet of this Subcontract.

The Representative for the Subcontractor and their contact information are identified on the Face Sheet of this Subcontract.

2. **PAYMENT**

AWC shall pay an amount not to exceed \$79575 for the performance of all things necessary for or incidental to the performance of work as set forth in the SEEK Application and described in Attachment A. Subcontractor's compensation for services rendered shall be based on the completion of duties as outlined in the SEEK application, in Attachment A, in accordance with the following sections.

3. **BILLING PROCEDURES AND PAYMENT**

AWC will reimburse Subcontractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for AWC not more often than monthly. Subcontractor will use the invoice form provided by AWC to request reimbursement.

The invoices shall describe and document, to AWC's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the **Subcontract Number 22-59**. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

If errors are found in the submitted invoice or supporting documents, AWC will notify the Subcontractor to make corrections in a timely manner, resubmit the invoice and/or supporting documentation as requested, and notify AWC.

Payment shall be considered timely if made by AWC within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Subcontractor.

AWC may, in its sole discretion, terminate the Subcontract or withhold payments claimed by the Subcontractor for services rendered if the Subcontractor fails to satisfactorily comply with any term or condition of this Subcontract.

No payments in advance or in anticipation of services or supplies to be provided under this Subcontract shall be made by AWC.

Duplication of Billed Costs

The Subcontractor shall not bill AWC for services performed under this Subcontract, and AWC shall not pay the Subcontractor, if the Subcontractor is entitled to payment or has been or will be paid by any other source, including grants, for that service. This does not include fees charged for summer recreation programs.

Disallowed Costs

The Subcontractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

SEEK Funding Opportunity Subcontractor Funding Agreement

Final Reimbursement and Reporting Deadline

When the project is completed the Subcontractor must submit a final invoice, final report, and supporting documents needed to close out the project no later than **October 1, 2022**.

AWC shall withhold 10 percent (10%) from each payment until acceptance by AWC of the final reporting from the Subcontractor has been submitted and verified.

4. SUBCONTRACTOR DATA COLLECTION/REPORTING REQUIREMENTS

Subcontractor will submit reports, in a form and format to be provided by AWC (See Attachment C). Data must be provided to AWC along with final billing.

5. AGENT(S)

Agent(s) in this contract refers to any third-party entity and its employees that the Subcontractor has subcontracted with to provide services funded through this agreement. The Subcontractor is responsible for ensuring that any agent complies with the provision herein.

Any of the Subcontractor's agent(s) that will provide director supervision of youth through programs funded by this contract must be listed in Attachment D – Subcontractor Agent(s) and must provide proof of insurance per Section 6 of this document.

6. INSURANCE

a. Workers' Compensation Coverage. The Subcontractor shall at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. This requirement includes the purchase of industrial insurance coverage for the Subcontractor's employees, as may now hereafter be required of an "employer" as defined in Title 51 RCW. Such workers' compensation and occupational disease requirements shall include coverage for all employees of the Subcontractor, and for all employees of any subcontract retained by the Subcontractor, suffering bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Subcontract. Satisfaction of these requirements shall include, but shall not be limited to:

- i. Full participation in any required governmental occupational injury and/or disease insurance program, to the extent participation in such a program is mandatory in any jurisdiction;
- ii. Purchase workers' compensation and occupational disease insurance benefits to employees in full compliance with all applicable laws, statutes, and regulations, but only to the extent such coverage is not provided under mandatory governmental program in "a" above, and/or;
- iii. Maintenance of a legally permitted and governmentally approved program of self-insurance for workers' compensation and occupational disease.

Except to the extent prohibited by law, the program of the Subcontractor's compliance with workers' compensation and occupational disease laws, statutes, and regulations in 1), 2), and 3) above shall provide for a full waiver of rights of subrogation against AWC, its directors, officers, and employees.

SEEK Funding Opportunity Subcontractor Funding Agreement

If the Subcontractor, or any agent retained by the Subcontractor, fails to effect and maintain a program of compliance with applicable workers' compensation and occupational disease laws, statutes, and regulations and AWC incurs fines or is required by law to provide benefits to such employees, to obtain coverage for such employees, the Contractor will indemnify AWC for such fines, payment of benefits to Subcontractor or Subcontractor employees or their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed AWC by the Subcontractor pursuant to the indemnity may be deducted from any payments owed by AWC to the Subcontractor for the performance of this Subcontract.

b. Automobile Insurance. In the event that services delivered pursuant to this Subcontract involve the use of vehicles, owned or operated by the Subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per accident, using a Combined Single Limit for bodily injury and property damage.

c. Business Automobile Insurance. In the event that services performed under this Subcontract involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required. If Subcontractor-owned personal vehicles are used, a Business Automobile policy covering a minimum Code 2 "owned autos only" must be secured. If the Subcontractor's employees' vehicles are used, the Subcontractor must also include under the Business Automobile policy Code 9, coverage for "non-owned autos." The minimum limits for automobile liability is:

\$1,000,000 per accident, using a Combined Single Limit for bodily injury and property damage.

d. Public Liability Insurance (General Liability). The Subcontractor shall at all times during the term of this Subcontract, at its cost and expense, carry and maintain general public liability insurance, including contractual liability, against claims for bodily injury, personal injury, death, or property damage occurring or arising out of services provided under this Subcontract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Subcontractor or its officers, agents, representatives, assigns or servants. The limits of liability insurance, which may be increased from time to time as deemed necessary by AWC, with the approval of the Subcontractor (which shall not be unreasonably withheld), shall not be less than as follows:

Each Occurrence	\$1,000,000
Products-Completed Operations Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Fire Damage Limit (any one fire)	\$ 50,000

e. Local Governments that Participate in a Self-Insurance Program.

Alternatively, Subcontractors may maintain a program of self-insurance or participate in a property/liability pool with adequate limits to comply with the Subcontract insurance requirements or as is customary to the contractor or subcontractor's business, operations/industry, and the performance of its respective obligations under this Subcontract.

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- f. Additional Insured.** The Office of Superintendent of Public Instruction, and the Association of Washington Cities, shall be specifically named as an additional insured on all policies, including Public Liability and Business Automobile, except for liability insurance on privately-owned vehicles, and all policies shall be primary to any other valid and collectible insurance.

AWC and OSPI may waive the requirement to be specially named as an additional insured on policies, including Public Liability and Business Automobile, provided that the Subcontractor provides: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pools must comply with RCW 48.62, the requirements of the Office of Risk Management and Local Government Self Insurance Program, the Washington State Auditor's reporting requirements and all related federal and state regulations.

Subcontractors participating in a joint risk pool shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The AWC and OPSI, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

- g. Proof of Insurance.** Certificates and or evidence satisfactory to the AWC confirming the existence, terms and conditions of all insurance required above shall be delivered to AWC within five (5) days of the Subcontractor's receipt of Authorization to Proceed.

- h. General Insurance Requirements.** Subcontractor shall, at all times during the term of the Subcontract and at its cost and expense, buy and maintain insurance of the types and amounts listed above. Failure to buy and maintain the required insurance may result in the termination of the Subcontract at AWC's option. By requiring insurance herein, AWC does not represent that coverage and limits will be adequate to protect Subcontractor and such coverage and limits shall not limit Subcontractor's liability under the indemnities and reimbursements granted to AWC in this Subcontract.

Subcontractor shall include all agents of the Subcontractor as insureds under all required insurance policies, or shall furnish proof of insurance and endorsements for each agent. Agent(s) must comply fully with all insurance requirements stated herein. Failure of agent(s) to comply with insurance requirements does not limit Subcontractor's liability or responsibility.

7. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Subcontract and Subcontractor General Terms and Conditions
- Attachment A – SEEK Application & Scope of Work
- Attachment B – Budget and Project Costs Worksheet
- Attachment C – Subcontractor Reporting Requirements
- Attachment D – Subcontractor Agent(s)
- Attachment E - Proclamation 21-14 COVID-19 Vaccination Certification

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SUBCONTRACTOR GENERAL TERMS AND CONDITIONS

1. **Access to Data.** In compliance with Chapter 39.26 RCW, the Subcontractor shall provide access to data generated under this Subcontract to AWC, and to the extent necessary to comply with RCW 39.26, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Subcontractor's reports, including computer models and methodology for those models.
2. **Alterations and Amendments.** This Subcontract may be amended only by mutual agreement of the parties in writing. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
3. **Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, also referred to as the "ADA" 28 CFR Part 35.** In relation to this Subcontract, the Subcontractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
4. **Assignment.** Neither this Subcontract, nor any claim arising under this Subcontract, shall be transferred or assigned by the Subcontractor without prior written consent of AWC.
5. **Assurances.** AWC and the Subcontractor agree that all activity pursuant to this Subcontract will be in accordance with all applicable current federal, state and local laws, rules and regulations.
6. **Attorney's Fees.** In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney's fees and costs.
7. **Budget Revisions.** Any monetary amount budgeted by the terms of this Subcontract for various activities and line item objects of expenditure, as outlined in Attachment B – Budget and Project Costs Worksheet, may be revised without prior written approval of AWC, so long as the revision is no more than ten percent (10%) of the original line item amount and the increase in an amount is offset by a decrease in one or more other amounts equal to or greater than the increase. All other budget revisions exceeding ten percent (10%) shall only be made with the prior written approval of AWC. Subcontractor will use the funding change request form provided by AWC to request these budget revisions.
8. **Certification Regarding Debarment, Suspension, and Ineligibility.** The Subcontractor certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The Subcontractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. "Covered transactions" include procurement contracts for goods that are expected to equal or exceed twenty-five thousand dollars (\$25,000). Subcontractor may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking online at the System for Award Management (SAM), Excluded Parties List. The Subcontractor shall immediately notify the AWC if, during the term of this subcontract, Subcontractor becomes debarred. AWC may immediately terminate this Subcontract by providing Subcontractor written notice if Subcontractor becomes debarred during the term of this Subcontract.

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The Subcontractor also certifies that neither it nor its principals are debarred, suspended, or proposed for debarment from participation in transactions by any state department or agency. The Subcontractor further certifies that they will ensure that potential subcontractors or any of their principals are not debarred, suspended, or proposed for debarment from participation in covered transactions by any state department or agency.

- 9. Certification Regarding Lobbying.** The Subcontractor certifies that Federal-appropriated funds will not be used to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Subcontractor shall require its agents to certify compliance with this provision.
- 10. Certification Regarding Wage Violations.** The Subcontractor certifies that within three (3) years prior to the date of execution of this Subcontract, Subcontractor has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52.

The Subcontractor further certifies that it will remain in compliance with these requirements during the term of this Subcontract. Subcontractor will immediately notify AWC of any finding of a willful violation entered by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the term of this Subcontract.

- 11. Change in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Subcontractor, Subcontractor agrees to notify AWC of the change. Subcontractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.
- 12. Confidentiality.** The Subcontractor acknowledges that all of the data, material and information which originates from this Subcontract, and any student assessment data, material and information which will come into its possession in connection with performance under this Subcontract, consists of confidential data owned by AWC or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or other privacy laws, and that the data must be secured and protected from unauthorized disclosure by the Subcontractor. The Subcontractor is wholly responsible for compliance with FERPA requirements.

The Subcontractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Subcontract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Subcontractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure or usages not specifically authorized by this Subcontract. The parties acknowledge the release of records may be subject to the Public Records Act, RCW 42.56, and further acknowledge that Washington law and court order may compel disclosure of certain records; this provision does not apply to records compelled by law or court order.

- 13. Copyright Provisions.** Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and copyright shall be owned by the

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Superintendent of Public Instruction (Superintendent). The Superintendent shall be considered the author of such Materials. If Materials are not considered “works for hire”, Subcontractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to the Superintendent effective from the moment of creation of such Materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Copyright ownership includes the right to patent, register and the ability to transfer these rights.

Subcontractor understands that, except where otherwise agreed to in writing or approved by the Superintendent or designee, all original works of authorship produced under this Contract shall carry a Creative Commons Attribution License, version 4.0 or later.

All Materials the Subcontractor has adapted from others’ existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, Subcontractor will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If the Subcontractor would like to limit these pre-existing portions of the work to non-commercial use, the Creative Commons Attribution-NonCommercial-ShareAlike license, version 4.0 or later, is acceptable for these specific sections.

The Subcontractor warrants and represents that Subcontractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

The Subcontractor shall exert all reasonable effort to advise the Superintendent, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Superintendent shall receive prompt written notice of each notice or claim of infringement received by the Subcontractor with respect to any data delivered under this Contract. The Superintendent shall have the right to modify or remove any restrictive markings placed upon the data by the Subcontractor.

- 14. Covenant Against Contingent Fees.** The Subcontractor warrants that no person or selling agent has been employed or retained to solicit or secure this Subcontract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Subcontractor for the purpose of securing business. AWC shall have the right, in the event of breach of this clause by the Subcontractor, to annul this Subcontract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fees.
- 15. Disputes.** In the event that a dispute arises under this Subcontract, the parties will use their best efforts to amicably resolve any dispute, including use of alternative dispute resolution options.

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- 16. Duplicate Payment.** AWC shall not pay the Subcontractor, if the Subcontractor has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.
- 17. Entire Agreement.** This Subcontract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Subcontract shall be deemed to exist or to bind any of the parties hereto.
- 18. Ethical Conduct.** Neither the Subcontractor nor any employee or agent of the Subcontractor shall participate in the performance of any duty or service in whole or part under this Subcontract in violation of, or in a manner that violates any provision of the Ethics in Public Service law at Chapter 42.52 RCW, RCW 42.17A.550, RCW 42.17A.555, and 41.06.250 prohibiting the use of public resources for political purposes.
- 19. Governing Law and Venue.** This Subcontract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.
- 20. Indemnification.** To the fullest extent permitted by law, Subcontractor shall indemnify, defend and hold harmless AWC and all officials, agents, and employees of AWC, from and against all claims for injuries or death arising out of or resulting from the performance of this Subcontract. "Claim" as used in this Subcontract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Additionally, "claims" shall include but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or in unlawful restraint of competition. Subcontractor's obligation to indemnify, defend and hold harmless includes any claim by Subcontractor's agents, employees, representatives, or any subcontractor or its employees.
- Subcontractor expressly agrees to indemnify, defend, and hold harmless AWC for any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines out of or incident to Subcontractor's or its subcontractor's performance or failure to perform the Subcontract. Subcontractor's obligation to indemnify, defend, or hold harmless AWC shall not be eliminated or reduced by any actual or alleged concurrent negligence by AWC, or their agents, employees, or officials.
- Subcontractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless AWC, and their agents, employees, or officials.
- 21. Independent Capacity of the Subcontractor.** The parties intend that an independent Subcontractor relationship will be created by this Subcontract. The Subcontractor and his/her employees or agents performing under this Subcontract are not employees or agents of AWC. The Subcontractor will not hold itself out as nor claim to be an officer or employee of AWC, the Superintendent or of the state of Washington by reason hereof, nor will the Subcontractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Subcontractor.

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- 22. Licensing and Accreditation Standards.** The Subcontractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary to the performance of this Subcontract.
- 23. Limitation of Authority.** Only AWC or AWC's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Subcontract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this Subcontract is not effective or binding unless made in writing and signed by AWC.
- 24. Non-Discrimination.** The Subcontractor shall comply with all the federal and state non-discrimination laws, regulations and policies, which are otherwise applicable to AWC. Accordingly, no person shall, on the ground of sex, race, creed, religion, color, national origin, marital status, families with children, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, be unlawfully excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed by the Subcontractor and its agents under this Subcontract. The Subcontractor shall notify AWC immediately of any allegations, claims, disputes, or challenges made against it under non-discrimination laws, regulations, or policies, or under the Americans with Disabilities Act. In the event of the Subcontractor's noncompliance or refusal to comply with this nondiscrimination provision, this Subcontract may be rescinded, cancelled or terminated in whole or part, and the Subcontractor may be declared ineligible for further contracts with AWC.
- 25. Overpayments.** Subcontractor shall refund to AWC the full amount of any overpayment under this Subcontract within thirty (30) calendar days of written notice. If Subcontractor fails to make a prompt refund, AWC may charge Subcontractor one percent (1%) per month on the amount due until paid in full.
- 26. Public Disclosure.** Subcontractor acknowledges that AWC is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and AWC acknowledges that the Subcontractor is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and that this Subcontract shall be a public record as defined in RCW 42.56. Any specific information that is claimed by either party to be confidential or proprietary must be clearly identified as such by that party. To the extent consistent with chapter 42.56 RCW, each party shall attempt reasonably to maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view such information, the party receiving the public records request will notify the other party of the request and the date that such records will be released to the requester unless the other party obtains a court order enjoining that disclosure. If such party fails to obtain the court order enjoining disclosure, the party receiving the records request will release the requested information on the date specified.
- 27. Publicity.** The Subcontractor agrees to submit to AWC all advertising and publicity matters relating to this Subcontract which in the AWC's judgment, AWC or the Superintendent's name can be implied or is specifically mentioned. The Subcontractor agrees not to publish or use such advertising and publicity matters without the prior written consent of AWC.

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28. Registration with Department of Revenue. The Subcontractor shall complete registration with the Department of Revenue and be responsible for payment of all taxes due on payments made under this Subcontract.

29. Records Maintenance. The Subcontractor shall maintain all books, records, documents, data and other evidence relating to this Subcontract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Subcontract. Subcontractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Subcontract, shall be subject at all reasonable times to inspection, review or audit by the AWC or the Superintendent, personnel duly authorized by AWC or the Superintendent, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

30. Right of Inspection. The Subcontractor shall provide right of access to its facilities utilized under this Subcontract to AWC or any of its officers responsible for executing the terms of this Subcontract at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Subcontract on behalf of AWC. All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Subcontractor's business or work hereunder.

31. Severability. The provisions of this Subcontract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

32. Subcontracting. Neither the Subcontractor nor any agent of the Subcontractor shall enter into subcontracts for any of the work contemplated under this Subcontract without obtaining prior written approval of AWC. Subcontractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Subcontract are included in any and all Subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of the Subcontractor to the AWC for any breach in the performance of the Subcontractor's duties. This clause does not include contracts of employment between the Subcontractor and personnel assigned to work under this Subcontract.

If, at any time during the progress of the work, AWC determines in its sole judgment that any agent of the Subcontractor is incompetent, AWC shall notify the Subcontractor, and the Subcontractor shall take immediate steps to terminate the agent's involvement in the work. The rejection or approval by AWC of any agent or the termination of an agent shall not relieve the Subcontractor of any of its responsibilities under the Subcontract, nor be the basis for additional charges to AWC.

33. Taxes. All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Subcontractor or its staff shall be the sole responsibility of the Subcontractor.

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- 34. Technology Security Requirements.** The security requirements in this document reflect the applicable requirements of Standard 141.10 (<https://ocio.wa.gov/policies>) of the Office of the Chief Information Officer for the state of Washington, which by this reference are incorporated into this agreement.

The Subcontractor acknowledges it is required to comply with WaTech Office of Chief Information Officer (OCIO) IT Security Policy 141 and OCIO IT Security Standard 141.10, Securing Information Technology Assets. OCIO IT Security Standard 141.10, Securing Information Technology Assets, applies to all Superintendent assets stored as part of a service, application, data, system, portal, module, components or plug-in product(s) that are secured as defined by the WaTech OCIO's IT Security Policy 141 and OCIO IT Security Standard 141.10, Securing Information Technology Assets.

As part of OCIO IT Security Standard 141.10, a design review checklist and/or other action may be required. These activities will be managed and coordinated between AWC and the Subcontractor. Any related costs to performing these activities shall be at the expense of the Subcontractor. Any such activities and resulting checklist and/or other products must be shared with AWC.

- 35. Termination for Convenience.** Except as otherwise provided in this Subcontract, the Superintendent or Superintendent's Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Subcontract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Subcontractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Subcontractor. If this Subcontract is so terminated, AWC shall be liable only for payment required under the terms of the Subcontract for services rendered or goods delivered prior to the effective date of termination.

- 36. Termination for Default.** In the event AWC determines the Subcontractor has failed to comply with the conditions of this Subcontract in a timely manner, AWC has the right to suspend or terminate this Subcontract. AWC shall notify the Subcontractor in writing of the need to take corrective action. If corrective action is not taken within thirty (30) days, the Subcontract may be terminated. AWC reserves the right to suspend all or part of the Subcontract, withhold further payments, or prohibit the Subcontractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Subcontractor or a decision by AWC to terminate the Contract. In the event of termination, the Subcontractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Subcontract and the replacement or cover Subcontract and all administrative costs directly related to the replacement Subcontract, e.g., cost of the competitive bidding, mailing, advertising and staff time. The termination shall be deemed to be a "Termination for Convenience" if it is determined that the Subcontractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the AWC provided in this Subcontract are not exclusive and are in addition to any other rights and remedies provided by law.

- 37. Termination Due to Funding Limitations or Contract Renegotiation, Suspension.** In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Subcontract and prior to normal completion of this Subcontract, with the notice specified below and without liability for damages:

- a. At AWC's discretion, AWC may give written notice of intent to renegotiate the Subcontract under the revised funding conditions.

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- b. At AWC's discretion, AWC may give written notice to Subcontractor to suspend performance when AWC determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Subcontractor's performance to be resumed.
 - (1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
 - (2) When AWC determines that the funding insufficiency is resolved, it will give the Subcontractor written notice to resume performance, and Subcontractor shall resume performance.
 - (3) Upon the receipt of notice under b. (2), if Subcontractor is unable to resume performance of this Subcontract or if the Subcontractor's proposed resumption date is not acceptable to AWC and an acceptable date cannot be negotiated, AWC may terminate the Subcontract by giving written notice to the Subcontractor. The parties agree that the Subcontract will be terminated retroactive to the date of the notice of suspension. AWC shall be liable only for payment in accordance with the terms of this Subcontract for services rendered prior to the retroactive date of termination.
- c. AWC may immediately terminate this Subcontract by providing written notice to the Subcontractor. The termination shall be effective on the date specified in the termination notice. AWC shall be liable only for payment in accordance with the terms of this Subcontract for services rendered prior to the effective date of termination. No penalty shall accrue to AWC in the event the termination option in this section is exercised.
- d. For purposes of this section, "written notice" may include email.

38. Termination Procedure. Upon termination of this Subcontract the AWC, in addition to other rights provided in this Subcontract, may require the Subcontractor to deliver to AWC any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The AWC shall pay to the Subcontractor the agreed upon price, if separately stated, for completed work and services accepted by AWC and the amount agreed upon by the Subcontractor and AWC for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by AWC, and (d) the protection and preservation of the property, unless the termination is for default, in which case AWC shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Subcontract. The AWC may withhold from any amounts due to the Subcontractor such sum as AWC determines to be necessary to protect AWC against potential loss or liability.

The rights and remedies of AWC provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Subcontract.

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After receipt of a notice of termination, and except as otherwise directed by the Superintendent, the Subcontractor shall:

- a. Stop work under this Subcontract on the date and to the extent specified, in the notice;
- b. Place no further orders or subcontracts for materials, services or facilities except as may be necessary for completion of such portion of the work under the Subcontract that is not terminated;
- c. Assign to AWC, in the manner, at the times, and to the extent directed by the AWC, all rights, title, and interest of the Subcontractor under the orders and subcontracts in which case AWC has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of AWC to the extent the AWC may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to AWC and deliver, in the manner, at the times and to the extent as directed by AWC, any property which, if the Subcontract had been completed, would have been required to be furnished to AWC;
- f. Complete performance of such part of the work not terminated by AWC; and
- g. Take such action as may be necessary, or as AWC may direct, for the protection and preservation of the property related to this Subcontract which, in is in the possession of the Subcontractor and in which AWC has or may acquire an interest.

39. Treatment of Assets. Except as otherwise provided for in the Subcontract, the ownership and title to all real property and all personal property exceeding a value of \$5,000 purchased by the Subcontractor in the course of performing this Subcontract with moneys paid by the Superintendent shall vest in the Superintendent, except for supplies consumed in performing this Subcontract. The Subcontractor shall (1) maintain a current inventory of all the real and personal property; (2) label all the property "State of Washington, Superintendent of Public Instruction"; and, (3) surrender property and title to the Superintendent without charge prior to settlement upon completion, termination or cancellation of this Contract.

If any property is lost, destroyed, or damaged, the Subcontractor shall notify the Superintendent and take all reasonable steps to protect the property from further damage.

All reference to the Subcontractor under this clause shall include Subcontractor's employees and agents.

40. Waiver. A failure by either part to exercise its rights under this Subcontract shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of

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this Subcontract unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

SEEK Application & Scope of Work

Insert detailed project description as included in the Funding Opportunity application & Attach SEEK Funding Application

Providing Access to Water Safety for Underserved Communities

Our simple proposal is to provide free swim lessons to any low-income child within our service area. Priority in scheduling these free lessons will be given to: 1. Children residing within the Des Moines Pool Metropolitan Park District. 2. Low-income (eligible for free or reduced lunch) children. 3. Attendance or in pre-Kindergarten at one of the schools listed below. The problem of low-income children who have no/low swimming ability is particularly acute in South King County, especially within the 2.5-mile service area radius of the Mount Rainier Pool, operated by the Des Moines Pool Metropolitan Park District. The Mount Rainier Pool service area includes parts of the Highline, Federal Way, and Kent school districts. Elementary schools here with high low-income statistics also are predominantly BIPOC: Sunnycrest Elementary (FW): 90% low-income/87% BIPOC, River Ridge Elementary (Kent): 74% low-income/89% BIPOC, Madrona Elementary (Highline): 69% low-income/95.2% BIPOC, Parkside Elementary (Highline): 65% low-income/83.7% BIPOC, Midway Elementary (Highline): 61% low-income/90% BIPOC- Woodmont K-8 (FW): 58% low-income/76.4% BIPOC, Des Moines Elementary (Highline): 50% low-income/72.4% BIPOC. These children also face a significant environmental health hazard: All of the schools are either directly within or downwind of the south flight path of SeaTac International Airport. A recent study by the Seattle-King County Health Department shows that noise and ultra-fine particulate pollutants from aircraft exhaust adversely affect children's educational progress in schools in the area. In general, students at these schools are testing at approximately a grade level less than their academic peers. We propose to work through the schools and, particularly, the Parent, Teacher, Student Associations to identify and notify potential participants of our free swim-lessons program. As many of these students are in English as Second Language programs, we will be diligent in offering any notifications in appropriate languages. We will also inform all preschools in the area about the program. We also will work with organizations that work with underserved and economically disadvantaged youth to publicize and recruit for the program. All participants of this program will be on free or reduced lunch programs. Grant funds will cover waivers for the swim lessons, swim lesson essentials (swimsuit, towel, bag, and goggles), plus overhead for staff to run the program. Our district's barrier for outdoor programming is that there are no public outdoor pools or safe swimming beaches to run this program. However, the swimming abilities the children learn in our program will enable them to participate in outdoor aquatic activities. This program will significantly reduce and remove the institutional and systemic barriers that prevent significant numbers of our children from enjoying lifelong and possibly life-changing opportunities that come with the ability to swim. Providing free swim lessons is a costly proposition as the pool district relies upon swim lesson revenues to balance our budget each year. This grant will enable our district to enhance the diversity and inclusivity of the swimming ranks of our community. Swim tests will be administered before and after the program to gauge the program's effectiveness. Parents will be surveyed about whether the program has increased their children's comfort in and around the water and water-based activities. The survey questions will address the demographics, especially for the key requirements of this survey.

Budget & Project Costs Worksheet

Budget (as presented in the SEEK application Project Costs Worksheet)

Project: Providing Access to Water Safety for Underserved Communities

Project Costs	Summer 2022
Staff	\$11250
Equipment & supplies (i.e. sports equipment, art supplies, or water and snacks) (<i>must be directly related to program being offered</i>)	\$10725
Scholarships or subsidies	\$57600
Transportation	\$
Facilities	\$
Professional Services (please be specific on type of service)	\$
Fees (such as entrance fees for field trips)	\$
**Meals	\$
Other (please specify)	\$
TOTAL	\$79575

Attachment C**Subcontractor Reporting Requirements**

Reports must contain the following information:

- Describe the K-12-aged (4 to 21) youth who participated through this program including disaggregated data about student age range, gender, race/ethnicity, FRPL status, and other student information.
- Describe the type of program funded and the geographic area served.
- Explain how the program targeted youth populations were recruited to participate.
- Explain how these funds were used to create more access to underserved and/or economically disadvantaged youth.
- What disproportionately impacted communities did the summer recreation program serve?
- Discuss program successes and challenges.

Attachment D

Subcontractor Agent(s)

List any Subcontractor Agent(s) that will provide director supervision of youth in a program funded through SEEK.

Name of Agent	Address

Proclamation 21-14 COVID-19 Vaccination Certification

To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in RCW 43.06.220, issued Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021) and as amended by Proclamation 21-14.2 – COVID-19 Vaccination Requirement (dated September 27, 2021), and as may be amended thereafter. The Proclamation requires contractors who have goods, services, or public works contracts with a Washington state agency to ensure that their personnel (including subcontractors and agents) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation. AWC is under contract with OSPI and as such is required to meet these requirements and ensure that any subcontractors also comply.

By entering into this agreement, the Subcontractor agrees to comply as follows:

1. Has reviewed and understands Subcontractor's obligations as set forth in Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021), and as amended by Proclamation 21-14.2 – COVID-19 Vaccination Requirement (dated September 27, 2021);
2. Has developed a COVID-19 Vaccination Verification Plan for Subcontractor's personnel (including agents) that complies with the above-referenced Proclamation;
3. Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Subcontractor personnel (including agents) who are subject to the vaccination requirement in the above-referenced Proclamation;
4. Complies with the requirements for granting disability and religious accommodations for Subcontractor personnel (including agents) who are subject to the vaccination requirement in the above-referenced Proclamation;
5. Has operational procedures in place to ensure that any contract activities that occur in person and on-site at OSPI premises (other than only for a short period of time during a given day and where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Subcontractor personnel (including agents) will be performed by personnel who are fully vaccinated or properly exempted as required by the above-referenced Proclamation;
6. Has operational procedures in place to enable Subcontractor personnel (including agents) who perform contract activities on-site and at OSPI premises to provide compliance documentation that such personnel are in compliance with the above referenced Proclamation;
7. Will provide to OSPI or AWC, upon request, Subcontractor's COVID-19 Vaccination Verification Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** Aquatics Manager **Meeting Date:** 2/15/22

Under: Old Business **Attachment:** Yes

Subject: 2021 Fourth Quarter (Q4) Aquatics Manager Report

Background/Summary:

The Aquatics Manager will provide her first report of the year. This report will be for the last quarter, which are from October through December. The report will include:

- A report from the last three months
- A presentation with current and summer planning

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Discussion only.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:

- 2021 Q4 (October through December) Report
- Aquatics Manager PowerPoint Presentation

OVERALL VISITATION REPORT (QUARTER 4 MONTHLY REPORT 2021)

October	November	December
2124	1535	933

DAILY AND MONTHLY BREAKDOWN

In the future, we plan to break water exercise out on admissions and reports. All programming was during Covid-19 mask and vaccination mandates.

October

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Water X	Total Daily
1	26	43				69
2	47	50		79		176
3	25					25
4	21	43				64
5	28	43				71
6	18	43				61
7	20	18	50			88
8	26	43				69
9	20	50		79		149
10	19					19
11	27	43				70
12	29	43				72
13	18	43				61
14	29	43				72
15	20	43				63
16	32			79		111
17	20					20
18	25	43				68
19	25	43				68
20	19	43				62
21	27	43				70
22	24	18	50			92
23	25	25		79		129
24	21					21
25	19	43				62
26	16	43				59
27	26	43				69

28	19	43				62
29	25	18				43
30	33	30		84		147
31	12					12
Total:	741	983		400		2124

November

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Water X	Total Daily
1	17	43				60
2	30	43				73
3	31	43				74
4	33	43				76
5	38	43				81
6	28	50		84		162
7	12					12
8	22	25				47
9	25	43				68
10	21	25				46
11	27	43				70
12	20					20
13	20	25		84		129
14	20					20
15	19					19
16	26	18				44
17	17					17
18	33	18				51
19	23					23
20	20	25		84		129
21	10					10
22	20					20
23	21	18				39
24	28					28
25	Thanksgiving					
26	Closed					
27	29	25		84		138
28	14					14
29	24					24

30	25	18				43
Total	651	548		336		1535

December

	Admissions (POS + Members)	Swim Teams	HSD/Meets	Swim Lessons	Water X	Total Daily
1	22	18				40
2	33					33
3	24					24
4	39	25		84		148
5	21					21
6	23					23
7	25					25
8	27					27
9	21					21
10	27					27
11	40	25		84		149
12	14					14
13	20					20
14	22					22
15	25					25
16	22					22
17	17					17
18	37			84		121
19	21					21
20	28					28
21	24					24
22	26					26
23	32					32
24	Christmas Eve					
25	Christmas					
26	Closed					
27	Closed					
28	Closed					
29	1					1
30	Closed					
31	22					22
Totals	613	68		252		933

SWIM LESSON PARTICIPATION

Saturday Mornings (8-11:15am): All 30 minutes with 10 minutes in-between for cleaning, communication and social distancing.

– Staff was unable to offer weekday lessons and private instruction due to low instructor availability.

September 11-October 23

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Ideal Capacity - Out of 25 (Doesn't Include Privates)*
Parent/Child	1	1	9/10	5	90%
8:00am	3	3	11	2	85%
8:40am	4	4	17	0	73%
9:20am	3	3	15	3	100%
10:00am	3	3	14	0	93%
10:40am	3	3	13	4	100%
Totals	3	16	79	14	93%

October 30-December 18 (Note-This is during King County Vaccination Mandate)

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Ideal Capacity - Out of 25 (Doesn't Include Privates)*
Parent/Child	1	1	10/10	1	100%
8:00am	3	3	15	3	100%
8:40am	3	3	12	0	80%
9:20am	4	4	18	3	90%
10:00am	4	4	17	2	93%
10:40am	3	3	12	4	80%
Totals	3	16	84	13	88%

SPECIAL EVENTS/PROMOTIONAL DAYS: None during this time period due to Covid-19. We hope to start to reinstate these in either March or April 2022.

Overview of Pool Operations:

Highschool season started their regularly scheduled season in August, and it ends this week. During the year, we hosted 10 swim meets and added practice times from 5:30-6pm. We also provided trainings for some of the school district's coaches.

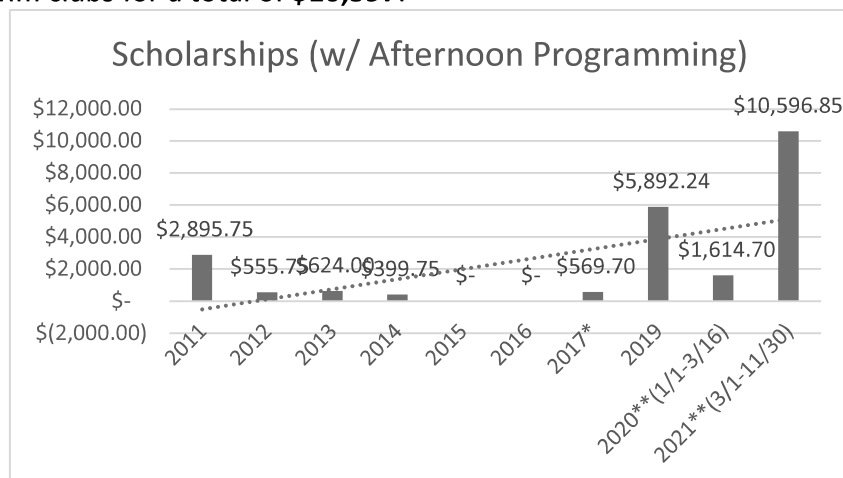
WRPA Aquatics Network and Aquatic Trends: All pools are struggling to provide services. The great resignation has also affected aquatics with many pools waiving training fees and increasing wages. We are monitoring the systems

Staffing:

Our staffing numbers have changed a bit from the last report. We have ?? total employees, with ?? actively working including management. Lauryne is back, but she is splitting time between the District Clerk and second Aquatics Coordinator position. Jared has taken the first coordinator position and is working to increase our staffing levels.

Programming Notes:

- **General:** We are still short on daytime staff and early morning staff due to minor work requirements and job market. We will continue to advertise for these, but our continued focus will be on increasing swim lessons first.
- **Swim Lessons:** Swim Lessons were slow during the fall due to staff capacity but are now growing and should take off during the Spring and Summer.
- **Scholarship Information:** **\$3,651** for direct swim lesson scholarships with an additional **\$6,946** covering the summer swim clubs for a total of **\$10,597**.



- **Private Party Rentals:** None to report (Due to Covid-19). We will start this when we have adequate staff. (Note-we will probably pick one Saturday to start birthdays and fit daily rentals in during mid-day cleaning – if available).
- **PTSA Swims:** We have scheduled two for 2022 and hope to have more information to report for the next report.
- **Maintenance**
 1. Aquatic Specialty Services- Quentin has scheduled a training for Thursday, February 17 for us to better learn the chlorine system.
 2. Boiler – We had a breaker trip on Monday, January 31. MacMiller came out and fixed it without a closure.
- **Repairs/ Installs:**
 - Gate: Gate project is still in progress. We hope to complete sometime this Spring.
 - Benches: Jared repaired two of the benches in the spectator area. A volunteer has offered to refinish some of the benches in the men's and women's locker room.
 - Power for scoreboard area: The power was provided to scoreboard area that was not up-to-code.
 - Showers: Quentin worked with MacMiller on issues with the showers and their temperature.
 - Hallway Restrooms: A decade ago, the stall doors were taken off the hallway restrooms. We had the doors re-keyed and are going to change them to gender neutral restrooms that can also be available for a family changing room.

- Locks moved: Quentin moved the keypad and lockbox from the back of the pool to a side door for safety.
- **Public Outreach Committee**
 - We met with the Public Outreach Committee on Friday, February 4 to discuss marketing Spring and Summer activities, implementing the SEEK Grant, partnerships with local outdoor pools and swag for instructors.
 - Gene and Quentin worked on a photoshoot. If you would like to see pictures, we can share them with you.
- **Marketing Update**
 - Normandy Park City Scene – Fall Issue Link:
<https://www.colibrinw.com/publications/NormandyParkCityScene/flipbook/index.html?page=1>



What's a four-letter word for Lifeguard? **HERO**

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- Des Moines City Currents – Here are the pictures from the Fall Guide and the whole page found below will be in the next Spring magazine.

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Spring 2022 from Gene Achziger.



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- **No School Swims** – We have not had any no school swims due to Covid-19 to ensure social distancing with parents in the water.
- **Special Promotions Calendar** – We will update this for the next report, now that Covid-19 is potentially lifting.

Marketing Objectives to enhance our Mission:

- Promote swimming as a lifelong and lifesaving skill, along with the importance of knowledge of how to be safe in, on and around the water through programming.
- Increasing opportunities for all community members to utilize Mt. Rainier Pool, regardless of age, swimming skill, and economic status.
- Creating and promoting programming that will enable public to use Mt. Rainier Pool from a young child through adulthood.
- Ensuring opportunities for teens/ young adults as a safe place to socialize and better their skills and knowledge of the water.
- Creating partnerships with other agencies in our community to offer opportunities for better access to our facility.

Article Explaining the Importance of Guarding during Swim Lessons and Swim Team:

https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards_o

Aquatics Manager Q&A

February 15, 2022

1



Swim Lessons

- Currently offering Saturday and Monday swim lessons
 - Kept max to 3 for weekday lessons due to Omicron numbers
- SEEK Grant Impact – Wait until After April 15th (Break)
 - Free Lessons 4/15-11/15
- April (All Free)–
 - Mon/Wed
 - Saturday
- Summer-
 - Weekdays
 - Camp KHAOS (tentative)
 - MRP Swim Club
- Current scholarships for Private Lessons
 - Benefit Group
 - Barrier to Participation
- Any questions?

2



Other Upcoming Date/Programming

- March – Market Open Swims
 - Add back Wibit
- March/April – PTSA Swims (Parkside & Woodmont)
- March ? – Judson Park/SilverSneakers H2O Class
- April 2-10 Spring Break
 - Lifeguard Trainings
- April 15 – Swim Lesson Scholarship starts
- June 16 End of School
 - Start Summer Programming
 - More trainings

3

Staffing

SHORT-TERM:

- Staff has increased from 6 to 18 since Fall
- Lifeguard/ Water Safety Classes
 - Next class Spring Break (April 2-10)
 - Start of Summer
- Parents worried
- Working on new processes
 - Job Interest Cards
 - Parent Orientation Letter
 - School Partnerships/Reach Out
 - Swim Instructors
- Multi-pronged recruitment
 - First-responders
 - New approach – belonging and fun
 - Partnerships with local pools

LONG-TERM:

- MRHS PE Classes
- Second Aquatics Coordinator
 - In-house Training
 - Future Changeover & Cover Hours
- Any Questions?

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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.

4




A black rectangular sign with rounded corners. At the top, there are three white stylized human figures: a woman on the left, a person in the middle, and a woman on the right. Below the figures is a horizontal white line. Under the line, the words "ALL GENDER" and "RESTROOM" are written in large, white, sans-serif capital letters. At the very bottom, there is a row of small white Braille characters.

Projects

- Wiring in Scoreboard Area
 - Bring up to code
- Benches
 - Broken
 - Varnishing
- Showers
- Hallway Restroom Locks
- Restructure Exterior Locks
- Chlorine System Training
- AHU Controls

5



A dark gray background with three large, overlapping, light gray semi-circles. The circles are positioned in the top-left, bottom-left, and right-center areas of the slide.

Questions

Aquatics Manager Q&A, February 15
Board Meeting

6

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 2/15/22

Under: Old Business **Attachment:** Yes

Subject: Aquatics Coordinator Recruitment Update

Background/Summary:

Staff will be continuing its changeover of staff. In the coming weeks, the District will post the position of Aquatics Coordinator. This position will take the place of the incumbent when that position fully transitions to District Clerk.

Our goal is to have the transition completed in time for the summer. This summer staff will need to be at full-staff with the reception of the SEEK and KCYAS grants and the increased programming.

Our goal is to ensure proper succession by having adequate time to train.

Fiscal Impact: Position is budgeted.

Proposed Motion: No motion necessary. Discussion only.

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

Two Touch Rule:	<u>N/A</u> <u>Various</u> <u>T.B.D.</u>	Committee Review First Board Meeting (Informational) Second Board Meeting (Action)
------------------------	---	---

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:

- Aquatics Coordinator Job Description
- Attached Estimated Recruitment Timeline

Job Description

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

Job Title: Aquatics Coordinator

Reports to: Aquatics Manager

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

Compensation: Starting at \$61,194-\$74,443 per hour (DOE) plus 16% for benefits* (*Benefits process is currently under review.*)

Deadline: ADD DEADLINE LATER

Background:

The Mount Rainier Pool is located in South King County. It is centrally located along Puget Sound between Seattle and Tacoma with access to public transportation. The District is a learning organization that values training its staff and supports leadership at all levels. The District strives towards equity and providing staff with a good work-life balance.

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

Position Summary:

Aquatics Coordinator's key responsibilities will be to:

- Lead staff for the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
- Help ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
- Assist the Aquatics Manager and other Aquatics Coordinator in developing aquatic programming and scheduling staff and program events.
- Will be the weekend afternoon and weekday morning on-site supervisor. Estimated schedule will be Tuesday through Saturday during the summer (June-August) and Sunday through Wednesday during the school year. (*Note management staff will work with staff to have occasional vacation week.*)
- Monitor the daily operation of the aquatic center, including the administration of programs, coordination of Aquatics staff, and general customer service.
- Promote water safety education, health and fitness, and recreation through aquatic activities.

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

Staffing & Training:

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

Financial:

- Provide back up to the Aquatics Manager for cash processes, daily bank deposits and fiduciary functions at the pool facility
- Supports the accurate and timely submittal of staff time management and payroll process through When-I-work

Administration:

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

Minimum Qualifications:

Education and Experience

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

Certifications

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

Knowledge

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

Skills

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

Attributes

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

Other Considerations

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

Benefits and Work-Life:

The Mount Rainier Pool strives to support its staff. We are a learning organization that stresses leadership-at-all-levels. We offer support on free trainings and will work when a win-win situation for flexible schedules and an optional one day a week to work remotely. We are also reviewing our benefit packages to help better support our staff. We are looking for people with a growth mind-set.

How to Apply

To be considered for hire we require an Employment Application, resume, and cover letter. An application can be obtained at www.mtrainierpool.com or [click here](#) to visit our employment page.

When completed, please email to Quentin Knox, Aquatics Manager, at quentin.knox@desmoinespool.org or mailed to the address below.

Quentin Knox, Aquatics Manager
22722 19th Avenue South, Des Moines, WA 98198
(206) 824-4722

Aquatics Coordinator Recruitment

- (4 Weeks) Send Recruitment Out: NRPA (Nat'l), WRPA (WA), ORPA (OR), CPRS (CA), CRPA (CO), UPRA (UT), ARPA (AZ) + Local
- (1 Week) Selection of Candidates
- (2 Weeks) Schedule/Execute Interviews + Selection of Final Interviews
- (2 Weeks) Schedule/Execute Second Round of Interview
- (1 Week) Selection/Background Check/Job Offer & Job Agreement
 - If no one is offered position, restart process
- (4-8 Weeks) Notice to Previous Employer/Relocation/Start Job
 - Ideal Date Range is May 24 to June 21

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** February 15, 2022

Under: Old Business **Attachment:** Yes

Subject: 2022 Fourth Quarter (Q4) Report

Background/Summary: The District GM will update the Board of Commissioners on the financial reports from October to December including ending balances and projected cash flow through 2022.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.
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Reviewed by District Legal Counsel: Yes No x Date: N/A

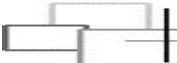
Three Touch Rule:

N/A	Committee Review
N/A	First Board Meeting (Informational)
N/A	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: Attached: - Fourth Quarter Revenue and Expense Reports - Presentation



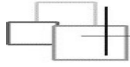
2021 EXPENDITURES

Beginning 2021 Balance = \$1,634,489.48

Ending 2021 Balance = \$1,369,062.06

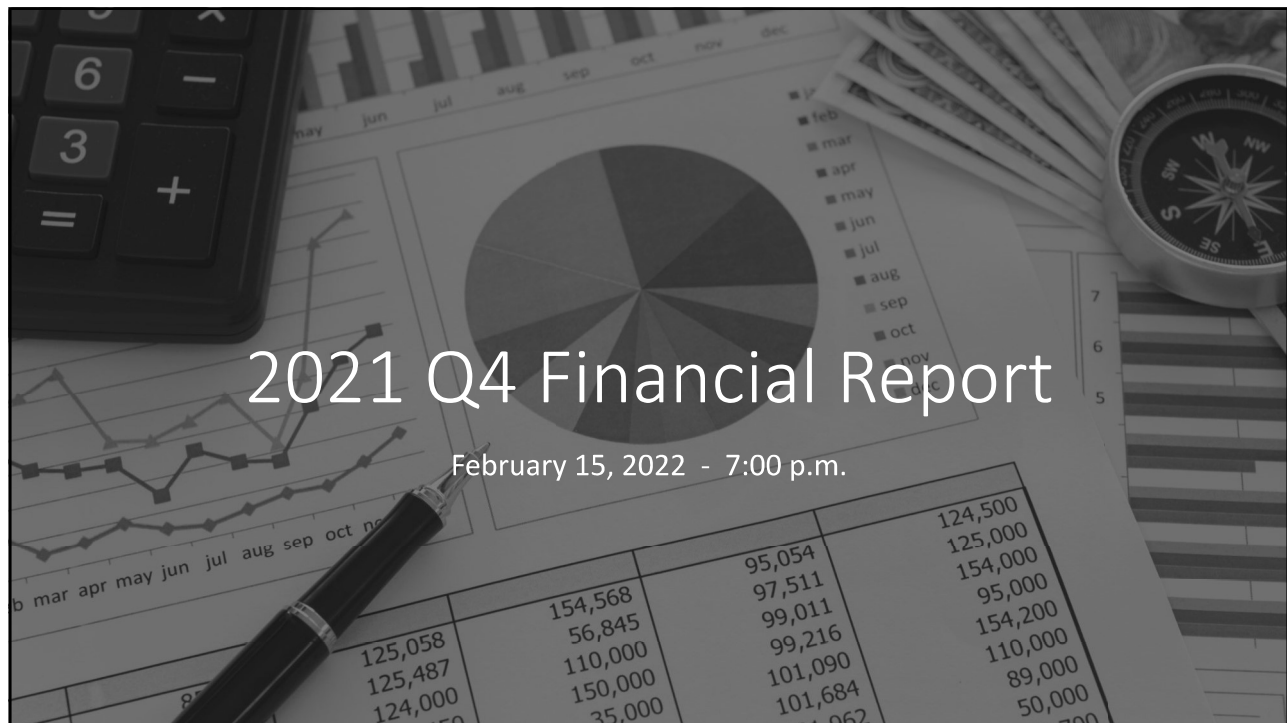
Category/ Acct #	Reference	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages																	
001-000-000-57620-1000	Commissioners-Subsidies	\$52,459	\$1,468.82	\$3,563.91	\$7,449	\$1,279.07	\$1,763.15	\$572.22	\$1,060.30	\$1,884.95	\$1,178.12	\$706.89	\$1,178.10	\$16,054.61	\$12,800.00	(3,254.61)	125%
001-000-000-57620-1001	District Manager - Wage	\$6,120.63	\$6,203.85	\$6,277.50	\$6,276.61	\$6,291.53	\$6,277.32	\$6,276.91	\$5,442.71	\$6,278.17	\$6,275.71	\$6,277.96	\$6,243.73	\$74,242.63	\$98,365.00	24,122.37	75%
001-000-000-57620-1002	District Clerk-Wage	\$1,771.89	\$1,900.99	\$1,877.75	\$1,835.82	\$1,792.71	\$2,098.84	\$1,793.79	\$2,073.81	\$1,967.98	\$1,885.43	\$2,144.61	\$1,815.43	\$22,558.63	\$28,119.00	5,560.17	80%
001-000-000-57620-1003	Aquatics Mgr-Wage	\$4,416.97	\$4,416.34	\$4,076.19	\$4,736.74	\$4,738.01	\$4,738.38	\$4,738.38	\$4,738.75	\$4,738.28	\$2,372.29	\$0.00	\$1,209.26	\$44,917.69	\$47,678.00	2,959.19	80%
001-000-000-57621-0202	Aquatic Coordinator	\$4,511.84	\$5,098.91	\$6,459.80	\$3,742.52	\$3,742.51	\$3,969.88	\$3,668.76	\$3,519.72	\$3,970.79	\$5,838.09	\$4,611.99	\$4,447.80	\$53,582.71	\$57,500.00	\$3,917.29	93%
001-000-000-57621-0204	Assistant Aquatic Coordinator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.19	\$383.19	\$0.00	\$0.00	\$47,500.00	\$47,500.00	\$0.00	100%
001-000-000-57621-0301	Lifeguards	\$17,221.40	\$14,508.34	\$14,271.13	\$14,040.90	\$12,815.30	\$10,546.26	\$10,693.27	\$13,296.48	\$7,644.89	\$6,041.88	\$5,133.61	\$7,971.44	\$134,184.70	\$197,600.00	63,415.30	68%
001-000-000-57621-0302	Instructors	\$314.86	\$6,967.58	\$7,627.65	\$7,436.70	\$7,235.85	\$9,366.74	\$11,504.16	\$14,122.53	\$7,181.75	\$5,520.59	\$4,550.25	\$3,950.87	\$85,781.23	\$41,800.00	(44,181.23)	206%
001-000-000-57621-0302	Head Lifeguards	\$2,373.51	\$3,281.60	\$1,321.74	\$1,508.13	\$1,733.70	\$4,108.61	\$6,970.93	\$5,762.20	\$4,827.58	\$5,705.37	\$4,332.82	\$4,173.00	\$46,119.18	\$35,092.51	(11,026.68)	131%
001-000-000-57620-1119	Payroll Taxes	\$2,623.94	\$3,035.07	\$3,151.88	\$2,815.53	\$2,738.47	\$2,976.05	\$2,951.54	\$3,659.32	\$1,681.08	\$2,465.04	\$1,653.92	\$2,153.26	\$31,196.10	\$40,424.80	\$9,228.70	43%
001-000-000-57621-04205	Payroll Taxes	\$8,784.49	\$10,160.87	\$10,551.94	\$9,425.72	\$9,187.91	\$9,963.29	\$5,736.46	\$12,220.63	\$5,821.46	\$8,252.51	\$6,206.60	\$7,218.80	\$103,512.68	\$135,335.20	\$31,822.52	76%
001-000-000-57621-03304	Overtime (OT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$460.75	\$520.03	\$0.00	\$980.78	\$1,560.00	\$579.22	63%
001-000-000-57621-03305	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,257.98	\$0.00	\$1,257.98	0%
001-000-000-57621-03300	Sick Pay	\$157.17	\$73.36	\$341.55	\$0.00	\$0.00	\$0.00	\$0.00	\$199.22	\$1,337.05	\$106.99	\$148.07	\$1,242.93	\$3,606.34	\$13,461.13	\$9,854.79	27%
Total Salaries & Wages		\$48,821.09	\$57,115.73	\$59,521.04	\$452,613.31	\$51,535.06	\$55,808.82	\$54,207.64	\$67,242.50	\$46,947.20	\$48,286.76	\$36,486.75	\$41,404.72	\$618,071.17	\$785,492.50	\$167,421.33	79%
Personal Benefits																	
001-000-000-57620-2230	Personal Benefits (AWO/DRS)	\$2,115.27	\$1,508.23	\$1,504.53	\$946.20	\$1,907.53	\$1,851.00	\$875.35	\$1,653.80	\$984.15	\$1,582.47	\$1,637.56	\$1,507.63	\$17,873.72	\$10,238.30	(7,635.42)	175%
001-000-000-57621-2230		\$3,925.70	\$0.00	\$660.43	\$406.14	\$1,907.53	\$1,637.47	\$875.36	\$1,508.82	\$763.29	\$1,392.40	\$1,307.93	\$875.06	\$15,264.73	\$34,278.40	\$19,014.67	45%
001-000-000-57620-2240	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$135.00	\$135.00	\$121.50	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$1,806.50	\$2,000.00	\$393.50	80%
Total Personal Benefits		\$6,175.97	\$1,643.23	\$2,305.56	\$1,487.34	\$3,939.56	\$3,423.47	\$1,885.71	\$3,296.62	\$1,892.44	\$3,109.87	\$3,080.49	\$2,517.69	\$34,744.95	\$46,816.70	\$11,773.75	78%
Grants																	
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,910.20	\$3,910.20	0%
001-000-000-337-20-00-01	King County Youth Athletic Sports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0%
Total Grants		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,910.20	\$13,910.20	\$0.00
Office Supplies																	
001-000-000-57620-3100	Office Supplies	\$26.61	\$0.00	\$0.00	\$7.50	\$7.50	\$91.33	\$0.00	\$16.50	\$152.00	\$0.00	\$11.05	\$0.00	\$312.49	\$575.00	\$262.51	54%
001-000-000-57621-03503	Office Supplies	\$0.00	\$173.83	\$0.00	\$280.98	\$545.75	\$129.88	\$27.61	\$128.79	\$137.59	\$137.59	\$52.30	\$1.97	\$1,616.59	\$1,825.00	\$308.41	84%
001-000-000-57620-3500	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,455.50	\$318.28	\$0.00	\$0.00	\$0.00	\$0.00	\$1,774.78	\$2,000.00	\$225.22	89%
001-000-000-57620-3501	Computer Equipment (Non-capitalized)	\$16.49	\$175.04	\$108.47	\$360.02	\$581.72	\$165.00	\$0.00	\$0.00	\$0.00	\$16.50	\$0.00	\$0.00	\$1,275.74	\$4,000.00	\$2,724.26	32%
Total Office Supplies		\$43.10	\$348.87	\$108.47	\$648.50	\$1,134.87	\$237.81	\$1,483.31	\$464.67	\$289.59	\$154.09	\$63.35	\$1.97	\$4,979.60	\$8,500.00	\$3,520.40	69%
Maintenance & Repair Supplies																	
001-000-000-57621-3100	Maintenance Supplies and Small Tools	\$0.00	\$59.29	\$12.82	\$114.84	\$114.84	\$140.00	\$0.00	\$0.00	\$78.55	\$124.98	\$55.45	\$24.83	\$726.90	\$3,120.00	\$2,393.10	23%
001-000-000-57621-35002	Janitorial Supplies	\$0.00	\$1,689.02	\$0.00	\$132.12	\$1,050.24	\$442.48	\$0.00	\$289.02	\$0.00	\$107.13	\$303.46	\$109.50	\$4,002.97	\$5,200.00	\$1,197.03	77%
Total Maintenance & Repair Supplies		\$0.00	\$1,828.31	\$12.82	\$247.06	\$1,165.18	\$582.48	\$0.00	\$289.02	\$78.55	\$232.11	\$358.91	\$134.43	\$4,729.87	\$8,320.00	\$3,590.13	57%
Pool Supplies																	
001-000-000-57621-04000	Employee Recognition	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00	\$178.86	\$0.00	\$25.00	\$125.00	\$60.00	\$90.00	\$528.86	\$500.00	(28.86)	106%
001-000-000-57621-03501	Pool Chemicals	\$346.97	\$0.00	\$536.25	\$0.00	\$0.00	\$2,422.15	\$0.00	\$48.59	\$0.00	\$61.98	\$0.00	\$0.00	\$3,972.94	\$25,000.00	21,027.06	84%
001-000-000-57621-03515	Special Pool Events	\$0.00	\$0.00	\$317.42	\$57.12	\$57.12	\$47.81	\$232.94	\$0.00	\$90.71	\$90.71	\$0.00	\$0.00	\$893.83	\$1,000.00	\$106.17	89%
001-000-000-57621-04206	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0%
001-000-000-57621-04306	First Aid Supplies (see COVID)	\$0.00	\$452.50	\$0.00	\$0.00	\$153.86	\$187.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$793.85	\$1,000.00	\$206.15	79%
001-000-000-57621-04901	Lifeguard Supplies & Equip	\$0.00	\$50.66	\$0.00	\$0.00	\$238.50	\$0.00	\$0.00	\$0.00	\$0.00	\$24.76	\$0.00	\$0.00	\$313.92	\$3,000.00	\$2,686.08	10%
Total Pool Supplies		\$346.97	\$603.16	\$878.67	\$57.12	\$448.48	\$2,682.45	\$411.80	\$48.59	\$115.71	\$898.45	\$60.00	\$90.00	\$6,503.40	\$30,800.00	\$24,296.60	21%
Pool Equipment																	
001-000-000-57621-03506	Equipment - BecSys Probes (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0%
001-000-000-57621-03514	Misc Pool Equipment (ER&R)	\$0.00	\$0.00	\$1,102.59	\$106.43	\$106.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$186.50	\$1,501.95	\$5,000.00	\$3,498.05	30%
001-000-000-57621-03516	Suit Spinners (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0%
001-000-000-57621-03517	BecSys Remote System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0%
001-000-000-57621-03518	Pulsar System	\$0.00	\$0.00	\$0.00	\$0.00	\$2,277.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,277.00	\$5,000.00	\$2,723.00	46%
Total Pool Equipment		\$0.00	\$0.00	\$1,102.59	\$106.43	\$2,383.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$186.50	\$3,778.95	\$17,100.00	\$13,321.05	78%
Professional Svcs - Front Office																	
001-000-000-57620-41001	Consulting Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0%
001-000-000-57620-41004	Legal Services Contract (Sure)	\$0.00	\$2,800.00	\$1,250.00	\$1,925.00	\$0.00	\$362.50	\$1,200.00	\$450.00	\$362.50	\$2,030.00	\$1,112.50	\$325.00	\$11,805.00	\$14,000.00	\$2,195.00	84%
001-000-000-57620-41005	Financial Management Software - VisionMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$7,700.00	\$6,600.00	114%	
001-000-000-57620-41008	IT Admin/Computer Services (CMIT)	\$1,294.75	\$1,226.00	\$1,321.00	\$1,321.00	\$3,213.41	\$1,321.00	\$0.00	\$5,114.39	\$3,474.95	\$3,890.60	\$0.00	\$3,476.05	\$25,653.15	\$22,500.00	(3,153.15)	114%
001-000-000-57620-41010	Printing/Copying (Canon)	\$83.38	\$42.65	\$97.28	\$31.44	\$88.74	\$112.82	\$93.51	\$166.61	\$148.50	\$137.13	\$86.36	\$31.44	\$1,119.86	\$2,625.00	\$1,505.14	43%
001-000-000-57621-04910		\$83.38	\$42.65	\$97.28	\$176.96	\$88.74	\$31.44	\$93.52	\$31.44	\$46.38	\$62.88	\$31.44	\$68.22	\$840.37	\$2,625.00	\$1,784.63	32%
001-000-000-57621-04203	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,954.50	\$0.00	\$0.00	\$0.00	\$0.00	\$4,954.50	\$5,445.00	\$490.50	91%
001-000-000-57621-04204	Credit Card Transactions (Authorize.net)	\$465.00	\$45.80	\$44.20	\$44.63	\$88.23	\$47.10	\$46.30	\$74.10	\$598.00	\$107.20	\$48.50	\$386.60	\$690.16	\$1,50		

Category/ Acct #	Reference	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$0.00	\$154.14	\$154.14	\$0.00	\$0.00	\$61.05	\$0.00	\$1,393.08	\$0.00	\$0.00	\$1,762.41	\$2,600.00	\$37.59	68%
	Total Rentals & Leases	\$275.00	\$1,710.00	\$992.50	\$428.14	\$1,421.54	\$992.50	\$1,710.00	\$336.05	\$1,710.00	\$3,378.08	\$992.50	\$992.50	\$14,939.91	\$19,200.00	4,260.09	78%
Utilities																	
001-000-000-576-21-47-00	Electricity (PSE)	\$6,905.40	\$14,650.80	\$0.00	\$6,358.25	\$6,188.96	\$9,841.62	\$0.00	\$4,223.76	\$3,974.82	\$4,847.11	\$5,688.37	\$6,361.93	\$69,041.02	\$78,000.00	8,958.98	89%
001-000-000-576-21-47-02	Water (Highline)	\$511.29	\$536.18	\$430.62	\$414.43	\$426.57	\$1,023.24	\$0.00	\$1,103.52	\$532.55	\$0.00	\$821.88	\$645.19	\$6,445.47	\$9,360.00	2,914.53	69%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,132.01	\$0.00	\$0.00	\$1,137.96	\$404.82	\$25.50	\$758.64	\$379.37	\$3,636.30	\$5,000.00	1,161.70	77%
001-000-000-576-21-47-04	Sewer (Midway)	\$829.40	\$0.00	\$0.00	\$0.00	\$217.72	\$0.00	\$424.44	\$0.00	\$432.93	\$0.00	\$751.26	\$0.00	\$2,655.75	\$4,092.00	1,436.25	65%
	Total Utilities	\$8,246.09	\$15,186.98	\$430.62	\$6,772.68	\$7,965.26	\$10,864.86	\$424.44	\$6,465.24	\$5,345.12	\$4,872.61	\$8,020.15	\$7,386.49	\$81,980.54	\$96,452.00	14,471.46	85%
Insurance																	
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$22,843.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
	Total Insurance	\$22,843.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
Miscellaneous																	
001-000-000-576-21-40-20	Scholarships	\$0.00	\$0.00	\$115.20	\$0.00	\$135.00	\$1,595.35	\$796.50	\$376.90	\$0.00	\$526.40	\$0.00	\$48.00	\$3,593.35	\$19,661.00	16,067.65	18%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.50	\$0.00	\$0.00	\$42.50	\$500.00	457.50	9%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$13.13	\$403.65	\$3,338.07	\$82.90	\$707.26	\$0.00	\$0.00	\$0.00	\$1,487.06	\$89.16	\$528.22	\$0.00	\$6,649.45	\$1,040.00	(5,608.45)	639%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$43.85	\$75.97	\$355.30	\$984.01	\$0.00	\$0.00	\$53.95	\$416.72	\$37.99	\$0.00	\$1,967.79	\$1,560.00	(407.79)	126%
001-000-000-576-20-49-08	Dues/Membership/Subscriptions	\$875.00	\$0.00	\$131.11	\$0.00	\$0.00	\$99.00	\$34.31	\$315.00	\$20.00	\$675.00	\$0.00	\$0.00	\$2,149.42	\$4,000.00	1,850.58	54%
001-000-000-576-20-46-160	Background checks	\$0.00	\$0.00	\$0.00	\$58.00	\$58.00	\$58.00	\$131.50	\$0.00	\$0.00	\$72.00	\$253.00	\$0.00	\$639.50	\$1,600.00	1,169.50	35%
	Total Miscellaneous	\$888.13	\$403.65	\$3,628.23	\$10,113.00	\$1,255.56	\$2,736.36	\$962.31	\$691.90	\$1,561.01	\$1,821.78	\$819.21	\$0.00	\$15,033.01	\$28,581.00	(2,519.66)	53%
Intergovernmental Services																	
001-000-000-576-20-61-02	Inspections (Fire Exit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$291.77	\$0.00	\$0.00	\$0.00	\$0.00	\$291.77	\$1,000.00	708.23	29%
001-000-000-576-20-61-03	B&O Tax/Agency (DOR)	\$0.00	\$15.46	\$0.00	\$0.00	\$11.93	\$0.00	\$0.00	\$0.00	\$2,844.90	\$2,844.90	\$739.53	\$0.00	\$6,456.72	\$1,000.00	(5,456.72)	646%
001-000-000-576-20-61-10	Services Contract- City of Des Moines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00	\$5,000.00	4,925.00	2%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$282.00	\$0.00	\$633.00	\$127.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,042.00	\$1,000.00	(42.00)	104%
	Total Intergov Services	\$0.00	\$15.46	\$282.00	\$0.00	\$644.93	\$127.00	\$0.00	\$291.77	\$2,844.90	\$2,844.90	\$739.53	\$75.00	\$7,865.49	\$8,000.00	134.51	98%
COVID-19																	
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.41		(26.41)	0%
001-000-000-576-20-43-00	Training/Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,350.64	\$0.00	\$0.00	\$2,350.64		(2,350.64)	0%
001-000-000-576-21-35-02	Janitorial	\$3.10	\$392.17	\$46.23	\$751.17	\$399.16	\$0.00	\$0.00	\$289.02	\$1,054.31	\$107.14	\$0.00	\$289.57	\$3,331.87		(3,331.87)	0%
001-000-000-576-21-44-06	First Aid Supplies	\$9.87	\$1,433.75	\$175.77	\$0.00	\$0.00	\$351.37	\$25.05	\$43.09	\$102.97	\$102.97	\$0.00	\$0.00	\$2,244.84		(2,244.84)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$0.00	\$13.17	\$18.75	\$0.00	\$0.00	\$0.00	\$0.00	\$76.85	\$0.00	\$0.00	\$0.00	\$0.00	\$109.77		(109.77)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$53.55	\$0.00	\$26.78	\$53.56	\$53.56	\$26.78	\$53.56	\$0.00	\$26.78	\$53.56	\$0.00	\$39.98	\$388.11		(388.11)	0%
	Total COVID-19	\$66.52	\$1,839.09	\$268.53	\$804.73	\$452.72	\$404.56	\$78.61	\$408.96	\$3,534.70	\$263.67	\$0.00	\$329.65	\$8,451.64	\$0.00	(6,074.59)	0%
Capital *																	
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,676.25	\$1,123.75	\$1,306.25	\$0.00	\$0.00	\$0.00	\$0.00	\$10,106.25	\$25,000.00	14,893.75	40%
301-000-000-397400-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,676.25	\$1,123.75	\$1,306.25	\$0.00	\$0.00	\$0.00	\$0.00	\$10,106.25	\$102,000.00	\$91,893.75	10%
*Reserve starting balance \$214,070.00																	
TOTAL ADMINISTRATION		\$40,802.15	\$21,799.96	\$26,807.76	\$18,140.88	\$22,208.95	\$21,424.17	\$18,660.38	\$22,843.33	\$23,943.81	\$28,184.10	\$19,539.26	\$20,426.76	\$284,781.51	\$340,493.14	\$5,711.63	84%
TOTAL OPERATIONS		\$59,400.09	\$65,990.67	\$64,706.45	\$57,782.46	\$64,987.72	\$78,690.67	\$61,438.02	\$74,759.04	\$59,513.05	\$55,681.89	\$46,607.82	\$50,998.90	\$730,526.48	\$1,057,369.32	\$26,842.84	69%
TOTAL CAPITAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,676.25	\$1,123.75	\$1,306.25	\$0.00	\$0.00	\$0.00	\$0.00	\$10,106.25	\$102,000.00	\$91,893.75	10%
		\$100,202.24	\$87,790.63	\$81,514.21	\$75,923.34	\$87,166.67	\$107,791.09	\$81,222.15	\$98,908.62	\$83,456.86	\$83,865.99	\$66,146.78	\$71,426.66	\$1,025,414.24	\$1,499,862.46	\$474,448.22	68.37%



2021 REVENUE

Account #	Reference	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes																
001-000000-311-11-00-00	Property Taxes	\$3,571.43	\$16,311.05	\$55,939.50	\$384,375.83	\$68,678.48	\$10,857.66	\$4,266.70	\$11,866.12	\$16,723.05	\$371,713.85	\$80,603.13	\$3,960.39	\$1,028,867.19	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.06	\$0.14	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,396.53	\$0.00	\$0.00	\$0.00	\$1,581.02	\$0.00	\$1,627.19	\$0.00	\$0.00	\$1,310.88	\$150.02	\$6,065.64	\$0.00	\$0.00
	Total General Fund	\$3,571.43	\$17,707.58	\$55,939.50	\$384,375.83	\$68,678.48	\$12,438.68	\$4,266.78	\$13,493.31	\$16,723.05	\$371,713.85	\$81,914.01	\$4,110.47	\$1,034,932.97	\$0.00	\$0.00
Charges for Goods and Services																
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues																
001-000-000-361-11-00-00	Investment Interest	\$0.00	\$1,002.56	\$894.42	\$865.49	\$758.75	\$799.98	\$927.39	\$1,624.66	\$681.14	\$614.91	\$633.40	\$705.47	\$9,508.17	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$472.00	\$0.00	\$0.00	\$0.00	\$1,072.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$3,910.20	\$707.97	\$0.00	\$5,499.29	\$5,000.00	\$16,265.31	\$20,755.35	\$167.62	\$5,000.00	\$0.00	\$57,305.74	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$871.00	\$609.75	\$1,453.37	\$1,297.25	\$1,109.00	\$1,583.25	\$3,476.00	\$1,261.00	\$901.05	\$246.25	\$207.25	\$504.25	\$13,519.42	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,578.75	\$4,604.75	\$4,497.55	\$3,893.12	\$6,338.50	\$7,010.30	\$19,281.04	\$7,216.85	\$3,515.75	\$6,518.36	\$1,346.25	\$5,876.75	\$73,677.97	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$160.00	\$0.00	\$0.00	\$298.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$548.00	\$0.00	\$0.00
	Total Revenue	\$4,449.75	\$6,217.06	\$10,915.54	\$6,763.83	\$8,806.25	\$15,190.82	\$28,684.43	\$26,367.82	\$26,325.29	\$7,547.14	\$7,276.90	\$7,086.47	\$155,631.30	\$0.00	\$0.00
Capital Projects/Reserve																
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
	Grand Total Revenue	\$8,021.18	\$48,924.64	\$66,855.04	\$391,139.66	\$77,484.73	\$27,629.50	\$32,951.21	\$64,861.13	\$43,048.34	\$379,260.99	\$89,190.91	\$186,196.94	\$1,415,564.27	\$200,000.00	\$0.00



1

Expenses (Per Section)	
• Salaries and Wages – 79%	• Communications – 79%
• Personnel Benefits – 75%	• Training & Travel – 30%
• Office Supplies – 59%	• Advertising – 51%
• Maint. & Repair Supplies – 57%	• Rentals & Leases – 78%
• Pool Supplies – 21%	• Utilities - 85%
• Pool Equipment – 22%	• Insurance – 152%
• Pro Services Off – 84%	• Didn't receive full estimate
• Pro Services Maint – 92%	• Miscellaneous – 53%
• Repairs & Maint – 34%	• Intergov'tal Svcs – 98%
	• Capital – 10%*

2

Expenses (Overall)

- Administration – 84%
- Operations – 69%
- Capital – 10%*
- OVERALL – 68.37%

• **Capital does not include transfer from General to Capital Reserve Funds.*



3

Revenues

Estimated

- Taxes - \$1,008,202
- NP Fees - \$25,000
- Misc Revenues - \$140,000
- Capital Reserve – Up to \$175,000

Actual

- Taxes - \$1,034,933
- NP Fees - \$50,000*
- Misc (MRP + Interest) Revenues - \$155,631
- Capital Reserve - \$175,000**

**Normandy Park Fee was paid late in 2020, so it was entered in 2021.*

*** Capital Reserve Transfer includes \$75,000 plus unused Maintenance Service, Non-Contracted.*

4

Beginning and Ending Cash

Estimated

- Beginning
 - General Fund - \$1,031,000
 - Capital Reserve Fund - \$298,000
 - Total – \$1,329,000
- Ending
 - General Fund - \$795,500
 - Capital Reserve Fund - \$398,000
 - Total - \$1,193,500

Actual

- Beginning
 - General Fund - \$1,031,000
 - Capital Reserve Fund - \$298,000
 - Total – \$1,329,000
- Ending
 - General Fund - \$1,034,933
 - Capital Reserve Fund - \$420,000
 - Total - \$1,454,933

5

Cash Flow Analysis -2022

Will present at meeting.

6

2022 Upcoming Non-Monthly Expenses/Revenue

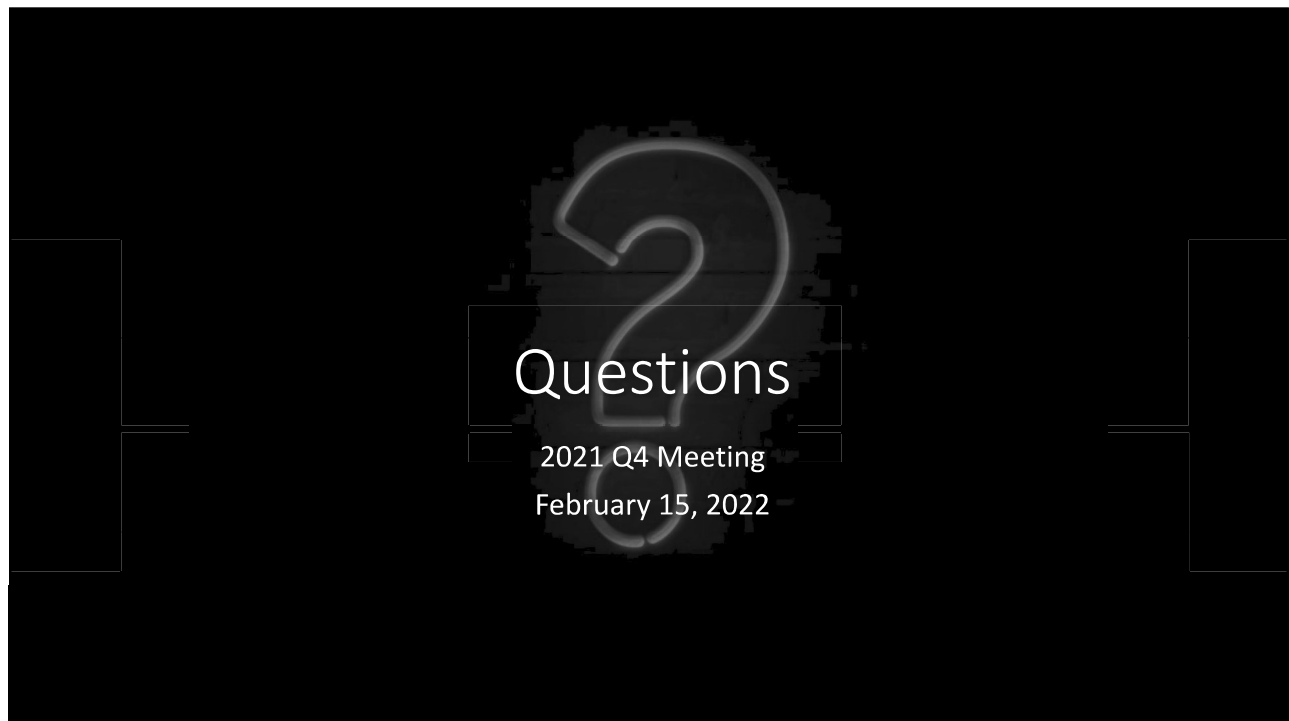
Expenses

- WCIA - \$21,614
- Stemper Study – Up to \$130k
- Gate – Up to \$15k
- August Closure – To Be Determined
 - Deep Cleaning
 - Projects
- Unforeseen repairs when needed

Revenue

- SEEK Grant - \$78,000 (Lessons) - Dec
- KCYAS Grant - \$5,000 (Club) - April
- KCYAS Grant - \$100,000 (Study) - ???
- Normandy Park - \$25,000 (ILA) – July
- Swim Teams – Seasonally
- MRHS – Over \$5,000 - Bill in February
 - Meets (10) + Added Times

7



8

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** February 15, 2022

Under: Old Business **Attachment:** Yes

Subject: District Clerk Services Independent Contract Agreement
--

<p>Background/Summary: The District is going through a changeover in staffing. Due to circumstances, the District has entered into agreement with the past District Clerk to help the training of the current District Clerk to better learn their role. This will help the performance of that position that also affects the District.</p>

<p>The District GM has entered into the attached agreement to ensure the position is properly trained to ensure continuity of operations.</p>

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.
--

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

<u>Three Touch Rule:</u>	<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 X Report back date:

<p>Notes: Attached: - Independent Contract Agreement for Linda Ray</p>



Des Moines Pool Metropolitan Park District

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into between Des Moines Pool Metropolitan Park District, a Washington State Municipal Corporation hereafter referred to as “District”, and Linda Ray a sole proprietor hereafter referred to as “Contractor.”

The District hereby retains Linda Ray as an Independent Contractor of the District under the terms and conditions set forth in this Agreement.

- 1. Status of Parties.** Contractor is a former employee of the District who will work as a consultant on a transitional basis to train the employee that is taking over her position on an as needed basis. In this role the Contractor is not an agent or employee of the District. Contractor shall not be precluded from entering into contracts of employment or into other independent service contracts, provided that Contractor retains the ability to perform the provisions of this Agreement.
- 2. Qualifications.** District selected Contractor to perform the services described herein because of Contractor’s experience and knowledge of the Services. In the performance of these Services, Contractor will act in good faith and with professionalism. Contractor warrants and represents that Contractor is in compliance with all federal, state and local laws regarding business permits, professional requirements and licenses that may be required to perform the Services as set forth in this Agreement.
- 3. Services.** The Contractor shall provide the following services to the District:
 - 3.1. Training Services:** The contractor will train the replacement District Clerk and other District staff on processes, including, but not limited to payroll, financial software, meeting agendas and minutes, credit card processing, financial report, public records and other duties as needed.
 - 3.2. Staff Support:** The contractor will help with support of current staff in finance, reporting, public records retrieval and other District Clerk-related processes.
 - 3.3. Connections:** The contractor will assist in helping transition the new District Clerk with communicating with vendors, professional contacts and others to further the changeover.
 - 3.4. Knowledge:** The duties of the District Clerk may require on-going support as seasonal processes may require support throughout the year. Duties may include sharing expertise in financial report preparation, budgeting prep and annual obligations to State of Washington and King County.

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District Clerk – Service Contract


January 31, 2022

Page 2

4. **Availability.** Contractor shall be available to provide the Services within a reasonable time frame and will work cooperatively with the District to provide the services at the times requested by the District.
5. **Compensation.** In consideration for the services provided, the Contractor shall be paid \$30.00 per hour. The District shall pay for the Services within 30 days of performance.
6. **Term.** This Agreement may be terminated in writing by either party at any time with or without advance notice.
7. **Business and Professional Costs.** Contractor shall not be treated as an employee with respect to the services performed pursuant to this Agreement for federal or state tax purposes. Contractor understands that Contractor is responsible for complying with all federal, state and local tax laws, Social Security and Medicare regulations relating to compensation under this Agreement. The District shall not be liable to Contractor for any expenses paid or incurred by the Contractor in performing the Contractor services under this Agreement.
8. **Equipment, materials and supplies.** Contractor shall supply, at its sole expense, all equipment, materials and supplies necessary to accomplish the services to be performed. The District will provide access to and use of District equipment as necessary to provide the Services.
9. **Indemnification/Hold Harmless.** The Contractor shall defend, indemnify, and hold harmless the District, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits (including attorney fees) arising out of or in connections with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.
10. **Assignment.** This Agreement may not be assigned by Contractor without District's prior written permission.
11. **Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Washington.

Dated: 1/31/2022

DES MOINES POOL METROPOLITAN
PARK DISTRICT

By: 
2E03815D71304B0...


1194C72904A7486...
Linda Ray

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District GM **Meeting Date:** February 15, 2022

Under: Old Business **Attachment:** Yes

Subject: Policy 514, Debt Collections
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<p>Background/Summary: Legal developed the following policy Debt Collections to guide district staff. Attached is a copy of the proposed policy.</p>

<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.</p>
--

Fiscal Impact: N/A

Proposed Motion: No motion. First-touch item.
--

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>Notes: Attached: - Policy 515, Debt Collections</p>

514 – Debt Collection

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

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 19th 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.

514 – Debt Collection

4.4 confidential to the extent permitted by law.

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f **Assigned to:** District GM **Meeting Date:** February 15, 2022

Under: Old Business **Attachment:** Yes

Subject: Colibri NW Agreement(s)

<p>Background/Summary: Each year, the District partners with Colibri Northwest to place advertisements in their magazines that go out to Des Moines and Normandy Park residents.</p>

The District GM and the Public Outreach Committee recommend running a full-page and half-page ad, in the Des Moines City Currents and a half-page in the Normandy Park City Scene.

This information is to better inform each of these communities that support the pool.

Fiscal Impact: N/A

<p>Proposed Motion: I move to approve the 2022 agreement with Colibri Northwest for magazines in Des Moines and Normandy Park.</p>

Reviewed by District Legal Counsel: Yes X No Date: T.B.D.

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:

Notes: Attached:

- Colibri NW Agreement for Des Moines
- Colibri NW Agreement for Normandy Park



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

Advertising Contract
 Proposal #13253

2/8/2022

Advertiser

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

scott.deschenes@desmoinespool.org

Publisher

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

Issue	Year	Ad Size	Rate Frequency	Card Rate	Charge & Discount Details	Net
Spring 2022	2022	1/2 page	4x	560,00	Default Discount Applied to Gross: 110,00	\$450,00
Summer 2022	2022	1/2 page	4x	560,00	Default Discount Applied to Gross: 110,00	\$450,00
Fall 2022	2022	1/2 page	4x	560,00	Default Discount Applied to Gross: 110,00	\$450,00
Winter 2023	2023	1/2 page	4x	560,00	Default Discount Applied to Gross: 110,00	\$450,00
Total:						\$1,800,00

Notes:

ADVERTISING TERMS & CONDITIONS

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

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

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

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

Date

Account Executive: Katie Higgins

Date

Name (please print)

Title (please print)



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

Advertising Contract

Proposal # 13254

2/8/2022

Advertiser

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Publisher

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 206-284-8285 Phone

scott.deschenes@desmoinespool.org

Issue	Year	Section	Ad Size	Rate Frequency	Ad Name	Card Rate	Charge & Discount Details	Net
Spring 2022	2022		Full Page	4x		1,230.00	Default Discount Applied to Gross: 333.25	\$896.75
Spring 2022	2022		1/2 page	4x		820.00	Default Discount Applied to Gross: 225.00	\$595.00
Summer 2022	2022		Full Page	4x		1,230.00	Default Discount Applied to Gross: 333.25	\$896.75
Summer 2022	2022		1/2 page	4x		820.00	Default Discount Applied to Gross: 225.00	\$595.00
Fall 2022	2022		Full Page	4x		1,230.00	Default Discount Applied to Gross: 333.25	\$896.75
Fall 2022	2022		1/2 page	4x		820.00	Default Discount Applied to Gross: 225.00	\$595.00
Winter 22/23	2022		Full Page	4x		1,230.00	Default Discount Applied to Gross: 333.25	\$896.75
Winter 22/23	2022		1/2 page	4x		820.00	Default Discount Applied to Gross: 225.00	\$595.00

Total:	\$5,967.00
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Notes:

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

Date

Account Executive: Katie Higgins

Date

Name (please print)

Title (please print)