



# Des Moines Pool Metropolitan Park District

April 19, 2022  
7:00 p.m.  
Regular Meeting

District meetings are also held remotely. If you wish to listen in, please do so at 1(877)309-2073. (Meeting Access Code: 264-973-621) Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Lauryne Thurmond at [lauryne.thurmond@desmoinespool.org](mailto:lauryne.thurmond@desmoinespool.org) or call us at (206) 429-3852.

## AGENDA

- 7:00 1. **CALL TO ORDER ROLL CALL**
- 7:03 2. **PLEDGE OF ALLEGIANCE**
- 7:06 3. **ADOPTION/MODIFICATIONS OF AGENDA**
- 4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 7:12 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**  
*Remote Meeting: If you wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, April 19th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.*
- 7:15 6. **CONSENT AGENDA**
  - a. **EXPENDITURE/REVENUE SUMMARY**
  - b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**  
 Board Committees  
 District General Manager Administration Report
  - c. **ADOPTION OF MINUTES**  
**March 15, 2022**
  - d. **CORRESPONDENCE**  
 None
  - e. **BANK TRANSFERS (MRP REVENUE)**  
\$57,368.90 was received in the month of March
  - f. **VOUCHER APPROVAL**  
\$31,203.41 was processed in March for warrant requests
  - g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**  
\$47,054.63 was processed in March for payroll

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

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

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

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

7:20     **7. Executive Session**

- a. Overpayment
- b. HSD Lease Negotiations

7:50     **8. Old Business**

- a. Updated Stemper Quote
- b. Retreat Scheduling
- c. Summer Planning
- d. Proposed June Closure
- e. Policy 272 Telecommuting

8:20     **9. New Business**

- a. 2022 Financial Report (Letter)

**10. UPCOMING MEETINGS**

- a. May 17, Regular Board Meeting , 7:00pm, Location T.B.D.
- b. **Board Retreat(s), Date, Time & Location, T.B.D.**
- c. June 15, 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:** April 19, 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** March 2022: Total **\$78,581.94**

Admin Expenditures = \$36,971.55    Ops Expenditures = \$39,457.89    Capital Expenditures = \$2,152.50

**Revenue** March 2022: Total **\$57,368.90**

Property Tax & Int = \$49,571.63    Misc Revenue = \$576.79    MRP Revenue = \$7,220.48    Transfer to Cap = \$0.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- March 16, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$31,203.41** were approved for payment

- \$765.33 was processed on March 2, 2022
- \$11,066.12 was processed on March 2, 2022
- \$2,871.94 was processed on March 9, 2022
- \$11,434.02 was processed on March 16, 2022
- \$3,874.48 was processed on March 26, 2022
- \$1,191.52 was processed on March 30, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$47,054.63** were processed for payment

- \$24,597.07 was approved for payroll on February 25, 2022
- \$22,457.56 was approved for payroll on March 11, 2022

A total of **\$78,258.04** was processed in March 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 March 2022 totaling **\$78,258.04**.

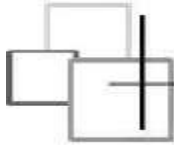
**Reviewed by District Legal Counsel:**    Yes \_\_\_\_\_    No   x      Date: \_\_\_\_\_

**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:**



# Expenditure

Starting Account Number: 001-000-000-334-05-10-01 SEEK Grant  
Ending Account Number: 001-000-000-597-76-00-00 Transfer out  
Period: 2022 - March

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
001-000-000-334-05-10-01	SEEK Grant	\$0.00	\$0.00	\$80,000.00	0.00 %	\$80,000.00
001-000-000-337-20-00-01	Grant-Risk Reduction	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-337-20-00-02	Grant - KCYAS	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-369-81-00-01	Cash Management Svcs Fee	\$0.00	\$0.00	\$0.00		\$0.00
<b>Administration</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$2,113.13	\$3,165.97	\$21,000.00	15.08 %	\$17,834.03
001-000-000-576-20-10-01	District Manager - Wage	\$8,630.87	\$21,072.33	\$95,500.00	22.07 %	\$74,427.67
001-000-000-576-20-10-02	District Clerk -Wage	\$2,837.84	\$9,616.47	\$32,168.14	29.89 %	\$22,551.67
001-000-000-576-20-21-19	Payroll Taxes (Admin)	\$10,557.68	\$27,159.75	\$41,995.79	64.67 %	\$14,836.04
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS) & Taxes (Admin)	\$1,128.87	\$4,664.81	\$12,799.13	36.45 %	\$8,134.32
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$387.00	\$2,000.00	19.35 %	\$1,613.00
001-000-000-576-20-31-00	Office Supplies (Admin)	\$0.00	\$0.00	\$230.00	0.00 %	\$230.00
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$0.00	\$4,000.00	0.00 %	\$4,000.00
001-000-000-576-20-40-10	King County Youth & Amature Sports Grant	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-20-41-02	Web Design & Maintenance (BTown)	\$2,145.00	\$3,802.50	\$2,000.00	190.13 %	(\$1,802.50)
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$825.00	\$2,643.75	\$14,000.00	18.88 %	\$11,356.25
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
001-000-000-576-20-41-07	District Advertising	\$58.24	\$508.24	\$10,000.00	5.08 %	\$9,491.76
001-000-000-576-20-41-08	IT Admin/Computer Services (CMT)	\$3,379.79	\$5,117.76	\$22,000.00	23.26 %	\$16,882.24
001-000-000-576-20-41-09	Janitorial Services-District Office	\$0.00	\$180.00	\$0.00		(\$180.00)
001-000-000-576-20-41-10	MS Suscription MS Office 365 (Admin)	\$255.44	\$288.47	\$920.00	31.36 %	\$631.53
001-000-000-576-20-41-11	State Audit	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
001-000-000-576-20-41-40	Ad Design	\$0.00	\$285.72	\$500.00	57.14 %	\$214.28
001-000-000-576-20-42-00	Postage & Mailing (Admin)	\$4.33	\$4.33	\$0.00		(\$4.33)
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$323.82	\$513.83	\$0.00		(\$513.83)
001-000-000-576-20-42-03	Work Email Accounts (Google Suite) (Admin)	\$0.00	\$46.24	\$69.00	67.01 %	\$22.76
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$118.00	\$800.00	14.75 %	\$682.00
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,499.04	0.00 %	\$4,499.04
001-000-000-576-20-43-07	Management Staff Training (Admin)	\$0.00	\$0.00	\$880.00	0.00 %	\$880.00
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$2,152.50	\$2,500.00	86.10 %	\$347.50
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$550.00	\$4,000.00	13.75 %	\$3,450.00



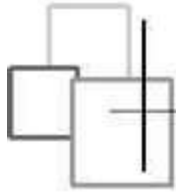
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-20-45-05	Meeting Rental (HSD)	\$0.00	\$0.00	\$6,000.00	0.00 %	\$6,000.00
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$21,614.00	\$23,000.00	93.97 %	\$1,386.00
001-000-000-576-20-49-00	Miscellaneous	\$40.32	\$127.05	\$0.00		(\$127.05)
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$89.76	\$158.63	\$4,000.00	3.97 %	\$3,841.37
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$145.33	\$2,000.00	7.27 %	\$1,854.67
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,474.47	0.00 %	\$2,474.47
001-000-000-576-20-49-10	Printing/Copying (Canon) (Admin)	\$0.00	\$41.73	\$460.00	9.07 %	\$418.27
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$486.55	\$843.03	\$4,000.00	21.08 %	\$3,156.97
001-000-000-576-20-51-00	Election Costs	\$0.00	\$0.00	\$45,000.00	0.00 %	\$45,000.00
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$2,190.91	\$2,190.91	\$2,000.00	109.55 %	(\$190.91)
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
001-000-000-576-20-51-50	Background checks	\$0.00	\$58.00	\$2,000.00	2.90 %	\$1,942.00
<b>Pool Facility</b>						
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$2,526.52	\$7,411.86	\$84,000.00	8.82 %	\$76,588.14
001-000-000-576-21-21-19	Payroll taxes (Ops)	\$0.00	\$0.00	\$140,794.61	0.00 %	\$140,794.61
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS) & Taxes (Ops)	\$0.00	\$0.00	\$42,849.25	0.00 %	\$42,849.25
001-000-000-576-21-25-01	Aquatic Coordinator	\$6,599.28	\$20,035.41	\$126,000.00	15.90 %	\$105,964.59
001-000-000-576-21-25-04	Asst Aquatics Coordinator	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$7,500.00	0.00 %	\$7,500.00
001-000-000-576-21-30-01	Lifeguards	\$10,495.78	\$27,427.86	\$217,360.00	12.62 %	\$189,932.14
001-000-000-576-21-30-02	Instructors	\$4,482.53	\$11,896.57	\$95,000.00	12.52 %	\$83,103.43
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$178.90	\$3,000.00	5.96 %	\$2,821.10
001-000-000-576-21-31-01	Custodial (Quarterly Deep Clean)	\$0.00	\$0.00	\$3,500.00	0.00 %	\$3,500.00
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$275.88	\$713.86	\$5,000.00	14.28 %	\$4,286.14
001-000-000-576-21-32-02	Head Lifeguards	\$0.00	\$6,840.34	\$38,601.76	17.72 %	\$31,761.42
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$255.61	\$1,622.40	15.76 %	\$1,366.79
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$387.17	\$13,999.57	2.77 %	\$13,612.40
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,308.30	0.00 %	\$1,308.30
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$0.00	\$12,500.00	0.00 %	\$12,500.00
001-000-000-576-21-35-02	Janitorial Supplies and Services	\$539.25	\$628.46	\$7,000.00	8.98 %	\$6,371.54
001-000-000-576-21-35-03	Office Supplies (Ops)	\$0.00	\$0.00	\$770.00	0.00 %	\$770.00
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-07	Scoreboard & Timing Pads (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$2.44	\$2,000.00	0.12 %	\$1,997.56
001-000-000-576-21-35-16	Suit Spinners (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-17	BecSys Remote System	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-18	Pulsar System	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-28	BECSys Probes (ER&R)	\$0.00	\$0.00	\$1,100.00	0.00 %	\$1,100.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-576-21-40-00	Employee Recognition	\$25.00	\$132.86	\$1,000.00	13.29 %	\$867.14
001-000-000-576-21-40-20	Scholarships	\$0.00	\$0.00	\$18,000.00	0.00 %	\$18,000.00
001-000-000-576-21-41-14	Remote Meeting Software (GoToMeeting)	\$26.78	\$26.78	\$400.00	6.70 %	\$373.22
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,500.00	0.00 %	\$3,500.00
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$0.00	\$549.41	\$7,200.00	7.63 %	\$6,650.59
001-000-000-576-21-42-01	MS Subscription MS Office 365 (Ops)	\$0.00	\$220.20	\$3,080.00	7.15 %	\$2,859.80
001-000-000-576-21-42-02	Scheduling Software	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$5,500.00	0.00 %	\$5,500.00
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$44.90	\$1,500.00	2.99 %	\$1,455.10
001-000-000-576-21-42-05	Payroll/HR (Heartland Fees)	\$496.06	\$1,257.05	\$7,700.00	16.33 %	\$6,442.95
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-21-42-07	Postage & Mailing (Ops)	\$23.20	\$23.20	\$1,000.00	2.32 %	\$976.80
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$127.93	\$131.22	\$1,750.00	7.50 %	\$1,618.78
001-000-000-576-21-42-09	Timekeeping (SubltUp)	\$0.00	\$264.24	\$2,500.00	10.57 %	\$2,235.76
001-000-000-576-21-42-13	Scheduling (Omniify)	\$0.00	\$0.00	\$1,300.00	0.00 %	\$1,300.00
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$0.00	\$4,600.00	0.00 %	\$4,600.00
001-000-000-576-21-42-20	Telephone/Internet Services (Comcast) (Ops)	\$200.30	\$200.30	\$3,500.00	5.72 %	\$3,299.70
001-000-000-576-21-42-21	Cell Phone (Google Fi)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-42-30	Work Email Accounts (Google Suite) (Ops)	\$0.00	\$0.00	\$231.00	0.00 %	\$231.00
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$750.00	0.00 %	\$750.00
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$164.00	\$164.00	\$3,000.00	5.47 %	\$2,836.00
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
001-000-000-576-21-43-06	First Aid Supplies	\$297.26	\$477.78	\$2,000.00	23.89 %	\$1,522.22
001-000-000-576-21-43-07	Management Staff Training (Ops)	\$35.00	\$35.00	\$3,120.00	1.12 %	\$3,085.00
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$750.00	0.00 %	\$750.00
001-000-000-576-21-47-00	Electricity/Gas (PSE)	\$7,153.32	\$22,680.44	\$99,000.00	22.91 %	\$76,319.56
001-000-000-576-21-47-02	Water (Highline)	\$1,060.18	\$2,177.95	\$9,000.00	24.20 %	\$6,822.05
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,192.82	\$1,192.82	\$2,500.00	47.71 %	\$1,307.18
001-000-000-576-21-47-04	Sewer (Midway)	\$929.74	\$1,502.73	\$4,000.00	37.57 %	\$2,497.27
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$2,165.12	\$8,418.50	\$100,000.00	8.42 %	\$91,581.50
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$165.96	\$945.96	\$500.00	189.19 %	(\$445.96)
001-000-000-576-21-48-03	Budget Contingency (Backup for Maintenance)	\$0.00	\$0.00	\$34,700.00	0.00 %	\$34,700.00
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$4,782.74	\$22,000.00	21.74 %	\$17,217.26
001-000-000-576-21-48-11	Water Quality Maint Contract (Aquatic Specialty)	\$295.51	\$1,721.39	\$6,000.00	28.69 %	\$4,278.61
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$180.47	\$180.47	\$3,500.00	5.16 %	\$3,319.53
001-000-000-576-21-49-10	Printing/Copying (Canon) (Ops)	\$0.00	\$62.88	\$1,540.00	4.08 %	\$1,477.12
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM)	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total Pool Facility</b>		<b>\$39,457.89</b>	<b>\$122,971.30</b>	<b>\$1,179,526.89</b>	<b>10.43 %</b>	<b>\$1,056,555.59</b>
<b>Total Administration</b>		<b>\$76,429.44</b>	<b>\$230,427.65</b>	<b>\$1,566,072.46</b>	<b>14.71 %</b>	<b>\$1,335,644.81</b>
<b>Capital Expenditures</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
001-000-000-594-76-41-02	Capital - Advertising/Public Notice	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$2,152.50	\$2,152.50	\$75,000.00	2.87 %	\$72,847.50
001-000-000-594-76-41-06	Plumbing (Aquatic Specialty)	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
<b>Total Capital Expenditures</b>		<b>\$2,152.50</b>	<b>\$2,152.50</b>	<b>\$86,500.00</b>	<b>2.49 %</b>	<b>\$84,347.50</b>
<b>Transfers</b>						
001-000-000-597-76-00-00	Transfer out	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Transfers</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Total General Fund</b>		<b>\$78,581.94</b>	<b>\$232,580.15</b>	<b>\$1,732,572.46</b>	<b>13.42 %</b>	<b>\$1,499,992.31</b>
<b>Grand Totals</b>		<b>\$78,581.94</b>	<b>\$232,580.15</b>	<b>\$1,732,572.46</b>	<b>13.42 %</b>	<b>\$1,499,992.31</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00	General Fund	\$78,581.94	\$232,580.15	\$1,732,572.46	13.42 %	\$1,499,992.31
<b>Grand Totals</b>		<b>\$78,581.94</b>	<b>\$232,580.15</b>	<b>\$1,732,572.46</b>	<b>13.42 %</b>	<b>\$1,499,992.31</b>



# Revenue

Starting Account Number: 001-000-000-308-80-00-00 Beginning Fund Balance -Unreserved  
Ending Account Number: 301-000-000-397-00-00-00 Transfer from General Fund -Capital Reserves  
Period: 2022 - March

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
<b>Taxes</b>						
001-000-000-311-11-00-00	Property Taxes	\$49,571.63	\$60,366.06	\$0.00		(\$60,366.06)
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,356.94	\$0.00		(\$1,356.94)
<b>Total Taxes</b>		<b>\$49,571.63</b>	<b>\$61,723.00</b>	<b>\$0.00</b>		<b>(\$61,723.00)</b>
<b>Charges for Goods and Services</b>						
001-000-000-347-60-00-00	Normandy Park - Pool Use Fee	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Charges for Goods and Services</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Miscellaneous Revenues</b>						
001-000-000-361-11-00-00	Investment Interest	\$576.79	\$1,937.55	\$0.00		(\$1,937.55)
001-000-000-367-00-00-01	Contributions/Donations	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-368-81-00-02	Miscellaneous Income	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,239.46	\$2,062.71	\$0.00		(\$2,062.71)
001-000-000-369-81-00-04	MRP Credit Card Deposits	\$5,981.02	\$14,685.97	\$0.00		(\$14,685.97)
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Miscellaneous Revenues</b>		<b>\$7,797.27</b>	<b>\$18,686.23</b>	<b>\$0.00</b>		<b>(\$18,686.23)</b>
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total General Fund</b>		<b>\$57,368.90</b>	<b>\$80,409.23</b>	<b>\$0.00</b>		<b>(\$80,409.23)</b>
<b>Capital Projects/Reserve</b>						
301-000-000-397-00-00-00	Transfer from General Fund -Capital Reserves	\$0.00	\$0.00	\$75,000.00	0.00 %	\$75,000.00
<b>Total Capital Projects/Reserve</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>0.00 %</b>	<b>\$75,000.00</b>
<b>Grand Totals</b>		<b>\$57,368.90</b>	<b>\$80,409.23</b>	<b>\$75,000.00</b>	<b>107.21 %</b>	<b>(\$5,409.23)</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00	General Fund	\$57,368.90	\$80,409.23	\$0.00		(\$80,409.23)
301-000-000-000-00-00	Capital Projects/Reserve	\$0.00	\$0.00	\$75,000.00	0.00 %	\$75,000.00
<b>Grand Totals</b>		<b>\$57,368.90</b>	<b>\$80,409.23</b>	<b>\$75,000.00</b>	<b>107.21 %</b>	<b>(\$5,409.23)</b>

## DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Thursday, April 14, 2022

**To:** District Board Commissioners

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

**Subject:** March 11, 2022, to April 8, 2022, District General Manager Report

### Week Ending March 11

#### **MASK MANDATE ENDS**

Just a reminder that the mask mandate is ending on Saturday, March 12. Staff has posted signage around the facility.

#### **BOARD MEETING TUESDAY (3/15)**

Just a friendly reminder that our next board meeting will be Tuesday, March 15. It will probably be another 1.5-to-2-hour meeting. We have nine items on the agenda. Lauryne sent out the invite and agenda packet on Tuesday.

- FEBRUARY FINANCIALS – We were going to get the closeout information for February from King County, which is the same day the packet would be sent out, which is not enough time for the clerk to complete the closeout, prepare financials, have the district general manager check them and add them to the packet. The February financials will be added with the March Financials to the consent agenda at the April 19 regular board meeting.
- FEBRUARY MINUTES – It has been a little crazy of late, so we did not have time to send out the minutes for inspection before the meeting. If you feel we need to make some changes, you can have it removed from the consent agenda and added it as an agenda item when we look at amending the agenda.
- HYBRID MEETINGS - We will talk about the future of board meetings on Tuesday. Below is a demonstration of the meeting owl we will be using for future board meetings. I just wanted to show you what future meetings may look like. We will also find a way to post our agenda for people to see too. [https://www.youtube.com/watch?v=N\\_duZc5DZ2c](https://www.youtube.com/watch?v=N_duZc5DZ2c)
- PACKET – If you have trouble downloading the packet, you can use this link to download it. <https://mtrainierpool.com/wp-content/uploads/20220315-Final-Packet-To-Send-to-Board.pdf>

#### **SPRING SWIM LESSONS**

We sent an email and press release out on Thursday and there has been a lot of response on social media. We are working through people's questions for future registration deadlines.

- SATURDAY SWIM LESSONS – Registration for Saturday Swim Lessons will be on March 12.
- WEBSITE – Website has been updated. We still may make some changes to better address questions from the community.
- EMAIL NOTIFICATION – Here is the link for the email notification that went out on Thursday, March 10. <https://createsend.com/t/d-37F3C97C8A3834D72540EF23F30FEDED>
- WATERLAND BLOG ARTICLE – Here is a link to the press release in the Waterland Blog story. <https://waterlandblog.com/2022/03/10/free-swim-lessons-this-summer-begin-april-15-at-mount-rainier-pool-thanks-to-grant/>
- EMAIL UPDATE- We sent a second email from questions we receive over the first day of the information being out. <https://createsend.com/t/d-C025C867337F00972540EF23F30FEDED>

- CURRENT STUDENT REGISTRATION – We met on Friday to go over using the grant for registration and best apply and track the grant payments.

#### **SEEK GRANT UPDATE**

- SEEK PACKET - See the attached SEEK packet that is available for parents.  
<https://mtrainierpool.com/wp-content/uploads/SEEK-FREE-SPRING-SWIM-LESSON-OVERVIEW.pdf>
- SEEK PAPERWORK – We have signed the required agreement and insurance letter. Both will be on file in the District Offices.
- CHANGES – Just a heads up that any changes to the grant will need to be requested to the SEEK grant administrator before they approve funding.
- SURVEY – We attached the survey to registrations for people to sign up after they register. We also will have a QR code so people can complete them on their cellular phones while they wait for their children to finish their swimming on Saturday. Here is a link to the Pre-Survey.  
<https://www.surveymonkey.com/r/SEEKGrantPreSurvey>
- SEEK SUPPLIES – We are waiting until week 2 to start getting sizes for the supplies (shorts, goggles, towels and bags). We will use the numbers from this to better estimate quantities to order the entire program.

#### **KCYAS GRANT**

We received an agreement, late on Wednesday for the KCYAS grant for \$5,000 to cover the MRP Community Swim Club and Lifeguard Prep courses. We have added it to the March 15 agenda for board president signature.

#### **AQUATICS COORDINATOR RECRUITMENT**

We have had some trouble with some agencies posting our job information. Nevada Parks and Recreation Association requires for them to send an email to pay before the job is posted. They have not responded. California Parks and Recreation Society has not responded to issues with their website and Utah Parks and Recreation Association has also not responded.

The job is currently posted on Indeed, WRPA (website), NRPA, Colorado and Arizona. The WRPA Aquatics Group sent out an email to all of its members in Washington State.

We are contacting the people that reached out through Indeed and NRPA on Thursday. We are also sending info to people that are qualified in the resume banks for NRPA and Indeed.

#### **LIFEGUARD/SWIM INSTRUCTOR RECRUITMENT**

We had a staff meeting on Thursday to start putting together materials to go out to Normandy Park, Highline School District and SeaTac. Jared has been working with SeaTac to work together on lifeguards to work at Mount Rainier Pool and Angle Lake.

Jared also had two interviews this week and reached out to a third that completed a job interest card. We updated the Survey Monkey job interest card.

We are promoting the interest lists on the jobs page to allow Jared to better filter people into the right places and potential lifeguard prep or other trainings.

#### **OUTREACH TRAININGS**



Quentin and Jared are working with other providers on trainings over the next couple of months preparing for the summer. We are also working on waivers that WCIA suggested if we are training to work at other pools.

#### **DMLF LIFEGUARD TRAINING PRESS RELEASE**

The Des Moines Legacy Foundation information came out on Friday. We will discuss this more at the board meeting on Tuesday. <https://waterlandblog.com/2022/03/11/des-moines-legacy-foundation-awards-10000-to-help-kids-learn-to-swim/>

#### **LOCKDOWN**

We had a lockdown on Wednesday, March 9<sup>th</sup>. HSD had worked with us to send notifications that worked great. We locked the front doors and had the front desk staff monitor it to let the appropriate people come in and out.

#### **PHOTOSHOOT**

We will be having a photoshoot on Saturday, March 12<sup>th</sup> during swim lessons and family swim. Gene is going to work with one of our staff on photos for swim lessons, lifeguarding and family swims.

#### **CITY CURRENTS AD**

Gene has created the two ads. One of the two is below. We will be using these ads with new pictures from the photoshoot. Ads will be due on Monday, March 14<sup>th</sup>.

#### **DGM COMPUTER**

I have tasked CMIT to give me a bid for a replacement computer. The original DGM computer was purchased in March 2016. The battery has gone out (again), and it is taking longer and longer to boot the computer up.

#### **SUMMER PLANNING**

We had a staff meeting on Friday, where we started to schedule summer programming. We are meeting again after getting the SEEK program going to continue to plan these programs.

#### **MAINTENANCE**

- Power Box in Pump Room – I received a quote for replacement of the power box in the pump room. I am going to recommend adding it to the agenda on Tuesday. This is a critical repair to ensure less closures in the future.
- Benches Sanding – We will have a volunteer sanding benches for varnishing in the locker rooms.
- Paint Safety Cabinet – The paint safety cabinet has been installed.
- AHU Controller – Quentin met with Sun Belt Controls on Friday morning. They now have all the software up to date and suggested that we have the unit looked at since it is outdoors.

#### **WRPA AQUATICS MEETING**

Staff attended the monthly WRPA Aquatics meeting.

- Vaccinations – It was mentioned that most pools are dropping the vaccine verification for staff, except pools that are on school district properties like ours. We will continue to follow legislation on this.

- Free Lifejackets – Lauryne is working with Washington State Boating to potentially obtain some free lifejackets to be given out. We will let you know in future how it turns out.
- Constraints – It sounds like many pools are having staffing or other constraints that are making it difficult

## TRAININGS

- Staff In-Service – Our next in-service will be Saturday, March 17 after Open Swim. We will let the kids use the Wibit as part of the in-service.
- NRPA Aquatics Management Professional Certification – I signed up for the AMP certification to work towards renewing my Aquatic Facility Operator course this summer.
- Annual Financial Report – I also signed up for the annual financial report trainings through MRSC. It has been a couple of years since I took the training and things are always being updated. I will be attending this virtually, Monday-Thursday, March 21-24 from 10am-Noon.
- KCYAS Grant Webinar – I attended a webinar of KCYAS's new software Fundat, which helps to track and apply for grants.
- WCIA Supervisor Meeting – Quentin is going to take a comprehensive supervisor class through WCIA. It will last April through June and will be on your own.

## CYBERSECURITY

- WCIA – We will be completing the annual WCIA survey. It is due on March 28.
- Website – The website has been updated to close any security holes.
- PCCI Compliance – We are working with authorize.net to ensure all our compliance is updated.

## RESEARCH

- A Bigger Band for the Infrastructure Buck (Governing)  
- <https://www.governing.com/community/a-bigger-bang-for-the-infrastructure-buck>
- Drowning Article (Mabel & Moxie)  
- <https://www.mabelandmoxie.com/amp/Moms+Of+Drowning+Victims+Get+Real+About+What+We+All+Need+To+Hear?fbclid=IwAR0atznYZnl9Q9Bv-4xBZK0ogwXdHNTf6D7VYAsRTBJ1o3YdssKhKDC0g7Y>
- Elected Leaders and the Mismatch Between What Employers and Workers Needs (Governing)  
- <https://www.governing.com/work/elected-leaders-and-the-mismatch-between-what-employers-and-workers-need>
- Normandy Park to Continue to Meet Remotely (Normand Park Blog/NP City Manager Report)  
- <https://www.normandyparkblog.com/2022/03/06/city-managers-report-for-week-ending-mar-4-includes-update-on-in-person-city-council-meetings/>
- Phoenix Offers \$2,500 Bonus to Summer Lifeguards (NRPA Smartbrief/KJZZ )  
- <https://kjzz.org/content/1761291/phoenix-offering-2500-incentive-pay-summer-lifeguards>

## Week Ending March 18

### BOARD MEETING FOLLOW-UP

- Retreat Scheduling: I spoke with Stemper, the day after the retreat. They stated the proposal they provided was for an online retreat. They are going to make the retreat fit within the NTE but will bill us separately for any printing jobs. If things appear to be off, I may put this back on the agenda for April 19, but I think we are good at this time.

- DMLF Grant: We ran the following email blast to attract new guards and instructors. We also posted it to the Des Moines Community group and ran a Facebook ad.
  - <https://createsend.com/t/d-6455D2C1C6D52C8E2540EF23F30FEDED?fbclid=IwAR2vnm89ARaAV1ILzPzZ7kYhGWK3ab7GKZPYzo0dkwOmLnqxcaFmJgDoLE4>
- Phone System Issue: We updated the messages and system on Wednesday. We are working on updating the event process for the system to better utilize it for large call volume days. Once we get a slow time, we are working on updating messages for number options for scheduling, swim lessons and other specific items.
- Executive Session: - Legal will be at the April 19 board meeting. We will go into executive session for two items.
- Signatures: Lauryne is sending out signatures. Please contact us if you have any questions.
- Minutes: Lauryne should have minutes for review, early next week.

### **SWIM LESSON REGISTRATION**

- Saturday Lessons: We gave out over \$6k in the SEEK Grant and filled all available spots, minus a class that we were able to combine with another. Quentin created two new classes: Pre-1 (ages 4-6) and Level 1 (ages 7-14).
- Saturday Adult Class: The Saturday adult class is also full. Quentin has opened a second class at 7:30am, and that class is on pace to be full too. I think this is not only a barrier for adults, but also their children they are less likely to sign up for swim lessons. This should be something we look at strongly after the SEEK Grant.
- New Student: We are testing a new process for new student registration on Wednesday, March 23. We will have a point person to better help communicate open spots and assist with questions.
- Monday/Wednesday Lessons: We are finalizing an email notification to go out on Friday for our next session having registration next week. I will share this in next week's report. I will be at the pool on Monday for registration.
- Waitlists: Although staff does the best, they can get people off the waitlists and into classes, but we are working on a potential third registration time between current and new students for people that made the effort to register.
- Survey Update: We requested each household complete a survey before classes. So far we have 32 separate submissions. This is good as a lot of people had multiple children that registered for lessons.

### **SATURDAY SPECIAL SCHEDULE (WIBIT IS BACK!)**

This Saturday was supposed to be our first PTSA swim with Parkside. We had adjusted the schedule to best accommodate the Wibit Open Swim and the PTSA Swim. This required us to move the Open Swim to an earlier time, 12:30-2pm. Even though the PTSA swim was cancelled, we decided to keep the schedule the same for consistency. This information will be posted on the MRP Schedule Page and social media by Saturday morning.

### **SCHOLARSHIP DONATIONS**

I am working with CivicRec to get the donations placed on the website for people to donate online. Although we get donations for the SEEK Grant (ages 4-14), it is good to get donations for people that still need lessons and programming that fall outside of the grant's parameters. We have taken these

payments at the desk for a couple of years, but I would like to be able to attach them to our messaging in the future.

### **TRAININGS**

- In-Service: The staff are having their in-service on Saturday. We will update you in next week's report.
- Financial Report Trainings: Just a heads up that I will be attending the MRSC/GFOA Annual Financial Report Training, Monday-Thursday, March 21-24 between 10am and Noon.

### **RECRUITMENT**

- Lifeguard and Swim Instructor: We are taking the first steps in getting information out through third party sources.
  - SeaTac: Jared is working with SeaTac to get our flyers posted.
  - HSD Athletics: I sent the information to the HSD AD to be sent to all swim and dive athletes in the Highline School District.
  - Maritime HS: We have a staff member that we coordinated free usage last week.
  - Peach Jar: I am posting the job packet on Highline, Kent, Auburn and Federal Way School District High Schools. I posted two, 30-day postings to get us to the end of May. This cost us about 100 Peach Jar credits.
    - HSD Flyer Posting Example -  
<https://share.peachjar.com/flyers/2239013/districts/3000> (Note-I realize there is a link error on the cover letter)
  - Next Steps: We will look at putting info out to counselors and career centers. We will also reach out to Normandy Park about posting this and other district programming information.
- Aquatics Coordinator: The aquatics coordinator deadline is March 24<sup>th</sup>. We have had some people show interest on Indeed and NRPA. We are pushing those people to complete applications and submit cover letters.

### **POTENTIAL JUNE CLOSURE**

We are looking at potentially moving the closure to early June. We feel we can schedule staff trainings, a deep cleaning, and the critical power box repair around this, and hopefully utilize the normal closure time in late August to add additional swim lessons. We have added this as an agenda item to our April 19<sup>th</sup> regular board meeting.

### **WATER EXERCISE**

Quentin reported that the evening water exercise is back up above pre-pandemic levels. There were 15 people that attended Tuesday, March 15's class. We are also looking at getting a larger speaker for the class with the improved attendance.

### **DISTRICT GM COMPUTER REPLACEMENT**

I replaced my computer to ensure we do not have any issues that interrupt future meetings. I was in the middle of a registration last week with multiple family members where I had to start over. The computer was scheduled for replacement last year, but I stretched out its life one more year. The replacement was recommended by our IT company. I will be transferring information from one computer to the other once they contact me.

### **GRADESCHOOL SWIM LESSONS**

I am meeting with a past colleague next week to get old elementary school swim lessons we used to do. I am hoping we can build this into an outline for grade school lessons and better understand the staff and resources we would need.

### **SMAC BILLING**

We have been behind with trying to get the new programs and trainings going, but we should finally have SMAC's billing to them sometime next week.

### **RESEARCH**

- Adverse Employment Action for Employee Social Media Use: Balancing First Amendment Rights and Governmental Efficiency (MRSC Insight Blog) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2022/Adverse-Employment-Action-for-Employee-Social-Medi.aspx>
- Three Challenges We Hear When Encouraging Inclusion (Equitable Aquatics/NRPA Open Space) - <https://www.nrpa.org/blog/three-challenges-we-often-hear-when-encouraging-inclusion/?fbclid=IwAR2ou5yQ0tRgrzJpNillwzwiYG3JG2J21sZYv-ZLwBhkDrAJlk2UV2XD374>
- How a Stormwater Park is Revitalizing Historic Atlanta Neighborhood (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/april/how-a-stormwater-park-is-revitalizing-a-historic-atlanta-neighborhood/>
  - Since we have discussed stormwater a lot lately 😊
- I almost drowned before I won a gold medal (USA Today) - <https://www.usatoday.com/story/opinion/columnists/2022/03/15/black-children-swimming-lessons-olympics/6909164001/>
- Team USA Olympians announce tour to teach parents & children about swimming safety (USA Today) - <https://people.com/sports/team-usa-olympians-announce-tour-to-teach-parents-children-about-swimming-safety/>

### **Week Ending March 25**

#### **OPMA MEETING UPDATE COMING**

The following information was posted on MRSC's website. We will await formal guidance from legal, but we are preparing for a potential in-person meeting on April 19.

#### **POLICY 272 TELEWORKING**

I have attached the policy to this email. Please use the edit and comment function that is enabled to make your suggested changes. Please send this to us by April 1<sup>st</sup> with all your changes.

#### **MINUTES**

Lauryne sent minutes out earlier this week. Please send any edits to her before noon on April 13<sup>th</sup> (or earlier to help us 😊).

#### **SWIM LESSONS**

We are approaching using 1/5 (\$12k) of available scholarship funds over the first two registrations. Registration went smooth on Monday, but Wednesday's registration was very busy. We will be working

next week to get the process ready for the SWAG packages and hope to request this information from parents the second week of lessons.

First, so many people were there, we had to move everyone out to the stands on the pool deck to wait. (Note-there were no other spectators watching swimmers currently.) We handed out over 80-line placement sticky notes (one per household). Our guess is that there were between 150 and 200 people in attendance (that accounts for parents and kids). We also received over 825 calls over a 24-hour period that clogged the lines.



Second, we are continuing to have phone and internet connections on these days. We do not know if it is due to the call volume or having too many staff on computers, but we are going to check with our IT consultant.

Third, it was not perfect, but I think staff did a great job. As of Wednesday, all 166 of 170 spots (4 parent & child spots and all SEEK grant classes are full) are accounted for. The two open spots are for Parent/Child classes. Quentin is working to get staff to teach additional classes, but we cannot guarantee anything. All spots will be filled when lessons start.

Finally, we met after registration on Wednesday. We are going to update some swim information, add QR code signs with registration information outside and posting open spots in a new format.

### **WIBIT OPEN SWIM (MARCH 19)**

We had a good crowd of over 40 people for the Wibit Open Swim. Our next Wibit swim in April will have the Woodmont K-8 PTSA event afterwards, so it will be challenging. We changed our schedule to accommodate for the earlier times and sent out a notification. There was only one person that questioned the schedule, and no other issues were reported.

### **PUBLIC RECORDS REQUEST**

We received a public records request from OpenTheBooks.com. We will be sending a letter out to all District employees for 2021. This is an annual process and even though it is a commercial purpose, we are still going to provide the information. See their email below...



## Records Access Officer

Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2021 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to [Washington@OpenTheBooks.com](mailto:Washington@OpenTheBooks.com) or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at [Washington@OpenTheBooks.com](mailto:Washington@OpenTheBooks.com).

## RECRUITMENT

- Aquatics Coordinator:
  - Government Jobs – I am thinking about using Government Jobs for future full-time job recruitments. There are many government employees that have accounts that include all materials that they would provide on applications. I think that by having people complete PDF applications, this might be limiting the number of people we have apply.
  - Deadline: We have some mail issues, so we are going to review applications early next week to ensure we do not miss anyone.
- Lifeguards:
  - Job Interest Cards – Jared has been busy. We hired two people this week and received another four job interest cards.
  - Olympic View reached out for information on the lifeguard training program. Quentin sent them some information.
  - Lifeguard Class – Jared and Quentin are finalizing the details on a lifeguard class for the week of April 4<sup>th</sup>. We will update you next week, as we are filling it with job interest cards, lifeguard training interest lists and other people that have contacted the district. We will post what spots we have available after those are filled.

- Swim Instructor Trainer: Jared is working with adding a staff member/contractor to lead the next swim instructor class in June. We will need to have someone lined up to teach the class for summer swim lessons and beyond.
- Counselors: I am delaying reaching out to counselors due to the volume of people we have been onboarding. I also want to look at other potential partnership/ideas before we reach out.

## TRAININGS

- Lifeguard Spring Break Class: Quentin will be leading a lifeguard class on the week of April 4, which is Spring Break. It will be a blended learning class. Jared is setting up the participants for the class. We currently have four people on interest lists and another group of people that have completed job interest cards. We expect the class to fill. It will be on Monday, Wednesday and Friday and will be using the lobby from 8am to 5pm.
- In-Service: Jared led an in-service on Saturday, March 15 after the Wibit Open Swim.
  - (From Jared) Due to COVID-19 outbreaks, the March in-service is the first staff gathering since the in-service taking place in December of 2021. Staff went through a series of lifeguard based physical training exercises and skill refinement activities. The focus of this in-service was effective scanning/ victim identification. The staff were shown a Red Cross video on the importance of scanning and a narrative of a drowning and how important lifeguards are in preventing future drownings. This video was followed by scenarios and surveillance drills. Finally, the in-service finished with an earthquake drill scenario and all staff housekeeping talking points.
- Annual Financial Reporting: I attended all four days of the WFOA/MRSC Financial Reporting
- NRPA Aquatics Management Professional Certification: I have completed 2 of the 5 modules. We may be using the feedback and documentation information to update our processes. I am taking this to complete my CEU option for renewing my AFO (Aquatic Facility Operator), which is a required certification for a couple of staff members.

## WCIA CYBER SURVEY

We are working on our annual cyber survey. It is due March 28. This is an annual process we do with WCIA.

## ADMINISTRATION

Lauryne and I are working on formalizing some internal administration processes for better record keeping and documentation. We are also picking an area to discuss processes each week.

## WEBSITE

We will be updating the minutes and other postings for the Governance Page early next week.

## RESEARCH

- Pulanski County Mother Comments About Child's Drowning (YouTube/WFXR) - <https://www.youtube.com/watch?v=NAI4K97MOxY>
- A Deadly Mistake: How the US Learned to Stop Worrying About Covid-19 (Governing) - <https://www.governing.com/now/a-deadly-mistake-how-the-u-s-learned-to-stop-worrying-about-covid-19>
- Mask Mandate Lifted (MRSC Blog) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2022/Statewide-Mask-Mandate-Lifted.aspx>



## Week Ending April 1

### AQUATICS COORDINATOR RECRUITMENT

We had about ten applicants that had aquatics backgrounds. We met Tuesday and Wednesday to narrow the field. We are going to send each applicant an email for further documents. We are hoping to start interviews the week after next.

- Updated Application: I found a way to make the PDF fillable without printing. We are hoping this will lead to more applications in the future. This is being sent to any applicant that did not complete their application.

### PART-TIME RECRUITMENT

- Lifeguard Class – Our Spring Break lifeguard class is estimated to have at least three students and Jared is working to try to fill the class. The class will be April 4, 6 and 8. Quentin will be leading the class. We had some people that dropped out or were not available. We sent an email out on Wednesday and posted to social media (see link). <https://createsend.com/t/d-CA8D5DDFCEABFA472540EF23F30FEDED>
- Job Interest Cards – We have 16 individual responses since switching to this process, and four over the last week.
- Class Interest Lists – We currently have four people on our lifeguard class interest list and three on our swim instructor interest list.
- Swim Instructor Training – Quentin found someone to teach a two-week swim lesson instructor training for the last two weeks of June. The new instructor wants all training to be in-person, so this is why it will be a two-week class.
- Partnerships – Quentin is in contact with Olympic View and is also reaching out to Normandy Park. We have decided to focus on these two pools first to make sure we have the capacity for the partnerships. We will look at other pools if we have enough capacity.
- WSIT Training – Quentin will be co-leading a Water Safety Instructor Training this Spring. This will be offsite but will give him the WSIT certification to help us offer more swim instructor trainings onsite in the future.
- PeachJar – Auburn did not allow us to post on their site due to competition with their municipal pool and Federal Way never posted or responded, so the credits were returned.
- Vaccination Effects – We have already had to pass on two potential instructors for classes due to not being vaccinated. This has slowed our offerings and partnerships a little.

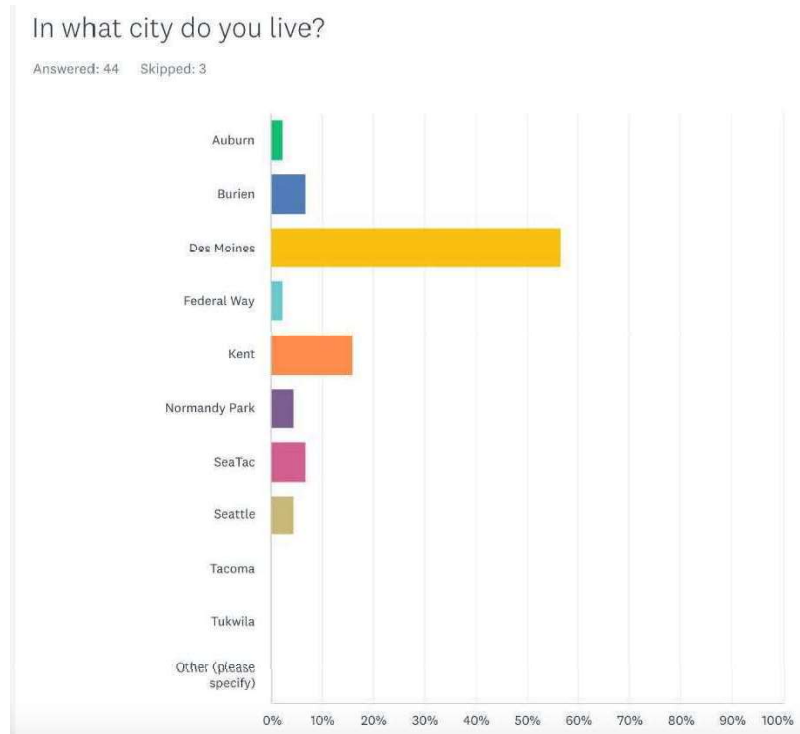
### VANDALISM

We had some vandalism the last couple of days in the back of the building. We have reached out to the school district and their security. Also, we have instructed staff to not confront people. On Tuesday night the building was tagged while we were open but had left before it was discovered. With the increased gang activity onsite, we are going to do an active shooter at our next in-service. We are also looking at some potential motion-activated lights and potentially security cameras. Quentin completed a police report, we are sending pictures to the police department and we are working with HSD security on the issue.



## SWIM LESSONS

- SEEK SWAG Packet – We are meeting Friday afternoon. This will be added to next week's report.
- Survey Update – I have discovered how to translate surveys into different languages. I am going to potentially update the survey to Spanish and maybe Vietnamese. The fee is \$25/month and I am thinking about trying it and working with bilingual staff to ensure the survey is grammatically correct in other languages. I will send a reminder out next week. We currently have 47 households that have responded. See one survey response below.
- Added classes – Quentin is looking at potentially adding some classes next week. He is double-checking with staff before opening the classes.



## MAINTENANCE

- Pool Vacuums – The second pool vacuum is now down. We had sent the other vacuum in a couple of months ago and are awaiting it to be repaired. Quentin is following up with Aquatic Specialties on the repairs. Staff will manually vacuum in meantime and pool management is working with the staff on proper care and usage. This repair is being slowed down by supply chain issues.
- Lights in Natatorium – We have three lights that have gone out in the natatorium area. We are planning on having the replacement done in June.
- Benches – Jared continues to make progress on the benches.
- Project Manager Meeting – We met with the city project manager on Thursday on a few current and potential projects.
- Backflow Preventer Replacement – We are getting the plumbing and backflow preventer replaced. The part is doing its job but is leaking. We are getting it repaired before the leaks become larger issues.
- Gate Quotes – With the vandalism above, I am going to work to get some quotes for getting this project completed.

## WCIA CYBERSURVEY

We completed the WCIA Cyber Survey on Tuesday, March 28.

## COMPUTER ISSUES

Our IT contractor tried to update the District Clerk computer and a security protocol that was setup by the previous IT company came up. CMIT is working to resolve the problem. This is the computer that is utilized for all bill paying and public records.

## PHONE SYSTEM UPDATE

We think the issues with the phone system were due to Comcast having outdated equipment. They came up earlier this week and replaced parts of the system.

#### **PARKING**

We have reached out to the school district to send a reminder to parents about parking in our lot for baseball and softball games. We are also giving written warnings to parents who park in our lot and tracking their make, model, and license plate number. We have a contract with a towing company and my tow if forced to.

#### **OFFICE DOWNSIZING**

Lauryne is working to downsize the files and store public records in accordance with laws. We hope to have things organized for the move later this Spring.

#### **PUBLIC RECORDS REQUEST**

We are putting a letter out to staff about a request for all employees' wages. This is being given to staff and sent to past ones that worked in 2021. The letter should be out sometime next week and the request should be completed a little later.

#### **DES MOINES CITY CURRENTS**

Here is the latest issue of the Des Moines City Currents, which includes a couple of ads.

<https://publications.colibrinw.com/DesMoinesCityCurrents/flipbook/?page=1>

#### **UPCOMING CLOSURE**

Just a reminder the pool will be closed Sunday, April 17.

#### **PTSA EVENT**

I am reaching out to Woodmont to ensure we have everything ready for their Saturday, April 23 event. We will be switching the Wibit swim to that weekend to allow for Woodmont to utilize the Wibit.

#### **HSD LEASE**

The school district received our letter to extend the lease. I had a meeting with them this week and we will have an executive session on this at the April 19<sup>th</sup> board meeting.

#### **RESEARCH**

- Lifeguard Shortages Could See a Third of Public Pools in U.S. (Newsweek) - <https://www.newsweek.com/lifeguard-shortage-could-shut-down-third-public-pools-1692660>
- Salaries for Elected Officials (MRSC Insight Blog) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2022/Salaries-for-Elected-Officials.aspx>
- <https://www.nrpa.org/parks-recreation-magazine/2022/april/from-trash-to-treasured-public-art/>
- State and Local Government Jobs Slowest to Recover (Route Fifty/NRPA SmartBrief) - <https://www.route-fifty.com/management/2022/03/state-and-local-government-jobs-still-havent-recovered/363607/>
- Rec Center Water Park to Remain Closed Due to Lifeguard Shortage (WLOS/NRPA SmartBrief) - <https://wlos.com/news/local/waynesville-rec-centers-water-park-to-close-april-8-due-to-lifeguard-shortage-lap-pool-remain-open>

- Rec Center in NC Meets the Needs of Nearby Residents (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/march/eastway-regional-mecklenburg-countys-first-regional-recreation-experience/>

## **Week Ending April 8**

### **BOARD RETREAT SCHEDULING UPDATE**

It is looking more likely that the board retreats will be on Wednesdays in late May or June. This will be discussed at the April 19 board meeting. If a Wednesday does not work for you, please contact me.

### **LIFEGUARD CLASS**

Quentin had five people attend the lifeguarding class, which he led; four of which will be hopefully working for us. The fifth was an employee of another pool. This required him to spend three full-days teaching and at least one day covering staff on vacation at the pool.

### **AQUATICS COORDINATOR RECRUITMENT**

We have shortened our list to three applicants and will schedule interviews late next week. We have staff performing trainings this week, so it has slowed things down a little.

### **SCHEDULE UPDATE**

We are putting out a schedule update that will include a new format for downloadable schedule. We did some research and hopefully found a new format that will work a little better. The new schedule will take effect the week of April 18<sup>th</sup>.

### **WATER EXERCISE KUDOS FOR JARED**

We received the following message about Jared covering Water Exercise.

“I just wanted to say what a great time we had in class tonight and that we really liked having Jarod as an instructor. All the instructors are good, he just made it fun while Kicking our butts!”

### **OUTREACH**

- HSD – We are meeting with the Highline School District’s athletic department next week over usage for 2022-2023. We expect the meeting to be in the next couple of weeks.
- Des Moines Community Group – I have been sharing more posts with the Des Moines Community Group. If you know other Facebook groups you would suggest, please let me know.
- Maritime HS – Maritime has used our pool on Thursday afternoons for free a couple of Thursdays. We have let them use the pool for free for now since it is not being used at that time.
- Woodmont PTSA Night – Woodmont will be using the pool on Saturday, April 23. They changed their school mascot, so the banner that was created is no longer representative, and they will not have a banner in time, thus we will not be hanging a banner. Parkside PTSA will have an event in May, and we will hang that banner.

### **GARAFFITI ISSUE**

- Highline School District – We have reached out to the Highline School District security department and are working on how to best handle the situation.



- City of Des Moines Police – We discussed the issue with a representative from Des Moines Police. They mentioned the importance of cleaning the graffiti off within 24-hours, potential of limiting access, security cameras and other items revolving around the issue.

## MAINTENANCE

- Pool Vacuum Repaired – One of the two pool vacuums has been repaired and was picked up on Thursday.
- Filter Media Replacement – We got a quote for filter media replacement. It came out to \$30k. Aquatic Specialties has reported the media is not working very well and needs to be replaced. This can potentially be accomplished during our proposed June closure.
- Locker Room Benches – Our super volunteer has refinished another bench in the men's locker room. All the benches in the middle of the locker room have been refinished.

## TRAINING UPDATE

- AFO Update – Over the next couple of weeks, I (Scott Deschenes) will be taking some courses to cover my AFO recertification. It is an option through NRPA which offers some good trainings on management, maintenance and potential issues like water recreation illnesses.
- Aquatic Management Professional Certificate – As part of receiving my AFO CEUs (Continuing Education Units) I just completed the Aquatic Management Professional (AMP) course, which has five components: programming and event planning, human resource management, marketing, risk management, maintenance and budget and finance). I have completed five of the six components.
- New Management Staff Training Program – I am hoping to utilize these and other trainings to setup a new Aquatics Management Staff Training Program to ensure we have the right trainings and certifications in place to help staff grow into their new positions. There are also classes that are setup through WCIA for supervision that we will look at. With the high potential of staff turnover, I think this is a good step and should help us better budget for trainings in the future.
- WSIT – Quentin is pursuing getting his WSIT (Water Safety Instructor Trainer). He will be getting it later this Spring. This will allow us to train more staff for swim lessons onsite for our pool and other pools in the area.

## RESEARCH

- Devastating rise in child drownings during lockdown (The Age – AUS)  
- <https://www.theage.com.au/national/victoria/devastating-rise-in-child-drownings-during-lockdown-20211130-p59dbo.html>
- Understaffing leaves afterschool programs with unmet needs (AP) -  
<https://apnews.com/article/covid-health-business-san-antonio-texas-9b929d35468e197003569f5cfcbe10fa>
- Pool being developed into waterpark (NRPA SmartBrief) -  
[https://swvatoday.com/community/article\\_8e5ae600-b1e5-11ec-a90f-cf45a7e3a7b8.html](https://swvatoday.com/community/article_8e5ae600-b1e5-11ec-a90f-cf45a7e3a7b8.html)
- Become an equitable and just organization (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/april/becoming-an-equitable-and-just-organization/>
- America is moving into its so what? wave (The Atlantic) -  
<https://www.theatlantic.com/health/archive/2022/04/ba2-omicron-variant-covid-surge/629474/>



# Des Moines Pool Metropolitan Park District

March 15, 2022

7:00 p.m.

Remote Online

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:01 p.m. Present were Commissioners Dusenbury, Stender, Achziger and Campbell; District General Manager Deschenes; District Clerk and Coordinator Thurmond.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – 8f Critical Repair added to Agenda. Commissioner Achziger Moved to approve the addition of AIS AF Critical Repair Addition. Commissioner Campbell 2<sup>nd</sup>. Passed 5-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – District GM announced the phone system at Mt. Rainier Pool went down during registration on Tuesday March 15<sup>th</sup>. It will be updated in hopes this issue does not happen in the future.

**PUBLIC COMMENT** -- None

### CONSENT AGENDA

District GM noted the amount on the AIS was incorrect for the motion to move, it should be \$44,625.82. Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in February totaling \$44,625.82. Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0.

### OLD BUSINESS

#### 7a. Overpayment Agreement

This subject will be moved to the next agenda on April 19<sup>th</sup> during Regular Board Meeting.

#### 7b. HSD Lease Extension

The letter in full is in the March 15<sup>th</sup> Regular Board Meeting packet, approval was presented for District GM to send to HSD. Commissioner Achziger moved to approve the Highline School District Lease Extension Letter. Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0.

#### 7c. Stemper Quote

From the Boards direction, the District GM has worked with Stemper Architects to develop the attached proposal in the packet, and a quote totaling \$10,250.00. District GM recommends two meetings not to exceed two hours each for master planning. Commissioner Campbell moved to approve the Board President to sign for the services, not to exceed \$12,000.00. Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0.

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

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

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

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

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 3/15/2022**

**7d. Retreat Scheduling**

This topic was pushed to the April 19<sup>th</sup> Regular Board Meeting so Commissioners could bring available dates that work with Stemper Architects availability.

**7e. Policy 514 Debt Collection**

There were no Comments. Commissioner Stender moved to approve Policy 514 Debt Collections. Commissioner Achziger 2<sup>nd</sup>. Passed 5-0.

**7f. Amended January Minutes**

District administration pulled the minutes previously approved at the February 15<sup>th</sup> regular board meeting for the January 4<sup>th</sup> and 18<sup>th</sup>. There were some items that needed to be adjusted for better clarity. Per legal process, the motion should be for the minutes to be amended and approved. Commissioner Campbell moved to amend and approve the January 4<sup>th</sup> and 18<sup>th</sup> minutes. Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0.

**7g. KCYAS Grant Agreement**

KCYAS Grant is a grant to cover costs for running the Free MRP Community Swim Club and Lifeguarding Prep programs. This is the second year the program has been offered. Commissioner Stender moved to approve the Board President to sign the KCYAS agreement for \$5,000. Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0.

**NEW BUSINESS**

**8a. Seek Grant Update**

Letters were sent to Saturday swim lesson parents on March 5<sup>th</sup> and packet was sent out by email notification on March 10<sup>th</sup>, 2022. Seek Grant packet can be found in the March 15<sup>th</sup> regular board meeting packet.

**8b. WCIA Annual Review**

On March 15<sup>th</sup>, 2022, the District performed its annual review, which is part of its COMPACT. The District GM discussed how far the district is towards its requirements, which will be done by early summer 2022.

**8c. Legacy Foundation Grant for Training**

Legacy Foundation has granted \$10,000 for training of staff. Commissioner Dusenbury moved to approve the Legacy Foundation Grant for Training. Commissioner Campbell 2<sup>nd</sup>. Passed 4-0 with 1 recusal from Commissioner Achziger.

**8d. Policy 272 Telecommuting**

First touch item, as any changes need to be sent to the District GM by the end of March to be vetted through legal and prepared for the April 19<sup>th</sup> Regular Board Meeting. The Board President directed the board to review the policy and bring comments to the next meeting.

**8e. Future Board Meetings**

The board discussed future board meetings with Covid-19 restrictions lessening. The District GM notified the board about the current proclamation (20-28.15) on public open meetings which requires continued online meetings with an optional in-person component. Commissioners decided to keep all Regular Board Meetings remote through the May 17<sup>th</sup> Regular Board Meeting when discussion should resume.

**8f. (Additional AIS Added) Critical Repair**

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 3/15/2022**

The Power Box in the pump room has caused two closures over past three winter holidays. Aquatics Specialties sent a quote, attached to the March 15<sup>th</sup> Regular Board Meeting Packet. To complete this work, MRP will need to be closed for one day in June, parts will need to be ordered now to receive them by June. Commissioner Achziger moved to approve the work and parts needed for the completion of the repair to the power box located in the maintenance room. Commissioner Stender 2<sup>nd</sup>. Passed 5-0.

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:43 pm.

**UPCOMING MEETINGS**

- April 19, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.
- To be determined, Board Retreat
- May 17, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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

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

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

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

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

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

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/02/2022

Total Amount: \$765.33

Control Total: 2

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220225121509.csv

Fund #: 170950010

## CONTACT INFORMATION

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

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E03615D7190480...	<u>2/25/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusebury</u> 5EBDDA98899F2474...	<u>2/26/2022</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

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20220225121509.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BROCK BECKER			2022021084BB	02/15/2022	\$316.35	PE 2/10/2022
FERNANDO CORTEZ			2022021089FC	02/15/2022	\$448.98	PE 2/10/2022



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/02/2022

Total Amount: \$11,066.12

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220223145147.csv

Fund #: 170950010

## CONTACT INFORMATION

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

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304BU	<u>2/23/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusebury</u> 5E80C0A9899F2474	<u>2/26/2022</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

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220223145147.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BROCK BECKER			20220228BB	02/28/2022	\$426.46	BROCK B. PE 02/10/2022
DEPARTMENT OF RETIREMENT SYSTEMS			20220228DRS	02/28/2022	\$1,128.87	JAN DRS PE 01/10/2022
FERNANDO CORTEZ			20220228FC	02/28/2022	\$474.26	FERNANDO C. PE 02/10/2022
HIGHLINE WATER DISTRICT			20220228HWD	02/28/2022	\$1,060.18	HIGHLINE WATER DIS BILL JAN/FEB
JOE DUSENBURY			20220228JD	02/28/2022	\$352.73	JOE D. JAN COM SUB
PUGET SOUND ENERGY			20220228PSE	02/28/2022	\$7,153.32	PSE JAN/FEB BILL
SHANE STENDER			20220228SS	02/28/2022	\$235.15	SHANE S. JAN COM SUB
SHANE YOUNG			20220228SY	02/28/2022	\$235.15	SHANE Y. JAN COM SUB



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/30/2022

Total Amount: \$1,191.52

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220323134510.csv

Fund #: 170950010

## CONTACT INFORMATION

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

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0...	<u>3/25/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E8D0A9899F2474...	<u>3/28/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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

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

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Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20220323134510.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CMIT SOLUTIONS EASTSIDE			10310	02/28/2022	\$226.45	CMIT FEB 2022
FERNANDO CORTEZ			20220331FC-89	03/22/2022	\$366.96	PE 3-25-2022
JOE DUSENBURY			20220331JD-08	03/22/2022	\$235.11	FEB COMMISSIONER SUB
SHANE STENDER			20220331SS-77	03/22/2022	\$235.13	PE 3-25-2022
SHANE YOUNG			20220131SY-10	01/26/2022	\$116.83	DEC COMMISSIONER SUB -SY 2021
ZANE GIROUX			20220331ZG-93	03/22/2022	\$11.04	PE 3-25-2022



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/26/2022

Total Amount: \$3,874.48

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220316140624.csv

Fund #: 170950010

## CONTACT INFORMATION

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

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E05815D7130486	<u>3/16/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA98899F2474	<u>3/17/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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

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

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_





## Special District Voucher Approval Document

KC v2.0

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20220316140624.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA PEST CONTROL, INC.			20220316AAAPC	03/04/2022	\$255.98	PEST CONTROL MARCH
AQUATIC SPECIALTY SERVICES			22020	03/11/2022	\$295.51	AQS CHEMICALS MARCH
CMIT SOLUTIONS EASTSIDE			10310	02/28/0222	\$226.45	CMIT- HOSTING CONTRACT
CMIT SOLUTIONS EASTSIDE			10239	02/28/2022	\$1,415.89	CMIT FEB 1 BILLING
KELLY BRETZ			20220316-KB	03/15/2022	\$89.76	REFUND KELLY BRETZ
MIDWAY SEWER DISTRICT			20220316MSD	02/25/2022	\$464.87	12-25_2-25 BILLING
RECOLOGY			0003820686	03/31/2022	\$408.52	2-1_2-28 BILLING
ZEN 22015, LLC			20220401ZEN	03/16/2022	\$717.50	APRIL RENT



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/16/2022

Total Amount: \$11,434.02

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220309174356.csv

Fund #: 170950010

## CONTACT INFORMATION

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

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschunes</u> 2E03815D7130480...	<u>3/9/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA9899F2474...	<u>3/9/2022</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

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20220309174356.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1070	03/01/2022	\$2,145.00	575 FEB 2022
FERNANDO CORTEZ			20220315FC-89	03/15/2022	\$532.72	PE 3-10-2022 FERNANDO
MACDONALD-MILLER FACILITY SOLUTIONS			SVC225386	02/28/2022	\$1,657.01	ELECTRICAL LABOR FEB
SUNBELT CONTROLS			5048660	02/28/2022	\$2,649.92	SUNBELT SERVICES
US BANK			20220210-USB	02/10/2022	\$4,449.37	FEB US BANK CARDS



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/09/2022

Total Amount: \$2,871.94

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220302205338.csv

Fund #: 170950010

## CONTACT INFORMATION

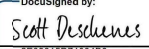
Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

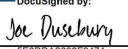
## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small>  <small>2E03815D71304B0...</small>	<u>3/2/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>DocuSigned by:</small>  <small>5E8DDA9899F2474...</small>	<u>3/3/2022</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

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220302205338.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA PEST CONTROL, INC.			318554	02/01/2022	\$252.13	FEB PEST CONTROL
CENTRAL WELDING SUPPLY			CG 108998	02/28/2022	\$202.31	CHEMICALS
CENTRAL WELDING SUPPLY			RNO2222490	02/28/2022	\$73.57	TANK RENTAL
GRAINGER			9207195604	02/09/2022	\$458.81	RESPIRATORS
GRAINGER			9212044508	02/14/2022	\$37.49	PAPER TOWELS
LINDA RAY			220203-01	03/01/2022	\$480.00	FEB CONTRACT BILL
MIDWAY SEWER DISTRICT			20220225MSD	02/25/2022	\$464.87	FEB SEWER BILL
MOUNTAIN MIST			004603137	02/24/2022	\$42.71	FEB DELIVERY
MOUNTAIN MIST			004603157	02/24/2022	\$35.05	FEB DELIVERY
SNURE LAW OFFICE			20220301SL	03/01/2022	\$825.00	FEB LEGAL BILL

## ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 02/25/2022

**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 2/25/2022	170950010			24219			24,597.07
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 24,597.07

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference \_\_\_\_\_


**CONTACT INFORMATION** Typed or Printed

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Fax # \_\_\_\_\_

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

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

Signature  Title Clerk of the Board Date 3/9/2022

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

## ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
Finance & Business Operations Division  
KSC-ES-710

201 S Jackson ST Ste 710  
Seattle, WA 98104

Email: [cash.management@kingcounty.gov](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 03/15/2022

**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 3/10/2022	170950010			24219			22,457.56
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 22,457.56

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference \_\_\_\_\_

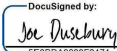
**CONTACT INFORMATION** Typed or Printed

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Fax # \_\_\_\_\_

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

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

Signature  Title Clerk of the Board Date 3/22/2022

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7a      **Assigned to:** District G.M./Legal      **Meeting Date:** 04/19/22

**Under:** Executive Session Business      **Attachment:** Yes

**Subject:** "Executive Session" Overpayment Agreement

#### Background/Summary:

The meeting will start with the Board of Commissioners going into an Executive Session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. This will be done after the Consent Agenda (Items 6a-g). Item 7b HSD Lease (next page) will also be included in the executive session and the motion is listed below in the proposed motion.

This will require the board to utilize a breakout room outside of the normal Goto (online) meeting. Instructions will be sent to board members in a separate email (as all of them will be meeting remotely). Any member of the public that attends in-person will have to wait outside the MRHS library, or if listening online will have to wait in the original Goto (online) meeting.

Any formal decisions made will be announced after the executive session during the regular board meeting and will be mentioned in the board meeting's minutes.

**Fiscal Impact:** N/A

**Chair Announcement:** We will now go into executive session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation and RCW 42.30.110(1)(b) to consider the lease of real property.

- The executive session will be for \_\_\_\_\_ minutes until \_\_\_\_:\_\_\_\_.
- Any direction made by the board will be in open session and noted in the minutes.

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>1/4/2022</u>	<b>First Board Meeting (Informational)</b>
	<u>4/19/2022</u>	<b>Second Board Meeting (Action)</b>

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

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

#### Notes:

- Any materials are part of the Executive Session are not attached.



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7b      **Assigned to:** District G.M./Legal      **Meeting Date:** 04/19/22

**Under:** Executive Session Business      **Attachment:** Yes

**Subject:** HSD Lease Extension

**Background/Summary:**

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

At the March 15 regular meeting, the board directed the District GM to send a letter to extend the Mount Rainier Pool lease. This letter was sent and confirmed to be received from the Highline School District before the deadline. The District General Manager and Highline School District have met and will continue to meet on the lease extension.

Since this is a contract negotiation, the District GM is notifying the board of progress, but no proposed agreement will be presented. This is to ensure the District GM is that negotiations reflect the direction of the board.

**Fiscal Impact:** N/A

**Chair Announcement:** Executive Session announcement set forth in AIS 7a

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

<b><u>Two Touch Rule:</u></b>	<u>N/A</u>	<b>Committee Review</b>
	<u>3/15/22</u>	<b>First Board Meeting (Informational)</b>
	<u>4/19/22</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**

- No attachments.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District G.M.

Meeting Date: 04/19/22

Under: Old Business

Attachment: Yes

**Subject:** Stemper Quote for Retreat (Updated)

#### **Background/Summary:**

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

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

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

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

Update- After the March 15 retreat, it was discovered that Stemper's original quote was for an online meeting. It did not include costs for staff traveling to the meeting site, produced materials and other costs associated with an in-person meeting.

**Fiscal Impact:** Both are needed to better plan spending money in the future.

**Proposed Motion:** I move to approve the amended quote for services, not to exceed \$16,000." (Includes 10% Tax + Contingency) by Stemper Architects for the Planning Retreat.

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

**Two Touch Rule:** N/A Committee Review  
10/20/20 First Board Meeting (Informational)  
4/19/22 Second Board Meeting (Action)

**Action Taken:** Adopted        Rejected        Postponed       

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

#### **Notes:**

- Updated Retreat Quote for Retreat

**MARCH 08, 2022**

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

**RE: Mount Rainier Pool – Task Order 02  
Preliminary Master Plan Workshops for DMPMPD [revision 01]**

**Dear Scott:**

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

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

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

**Total Basic Services for this request total at:**

Basic Services:	<u>\$11,890.00</u> ( cost breakdown attached herein)
Reprographics (reimbursable cost)	<u>\$2,000.00</u>
<b>Total</b>	<b>\$13,890.00</b>

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

**SCHEDULE:**

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

We sincerely appreciate your review and consideration of this proposal. This letter serves as the agreement for terms stated in the fee proposal. If you have any questions, please do not hesitate to contact me; otherwise, this document is ready for signatures. Thank-you very much.

Sincerely,



Melody Leung, President  
Stemper Architecture Collaborative

---

Signature of Des Moines Pool Metropolitan  
Park District representative

---

Date of Signature

---

Printed name/title for Des Moines Pool  
Metropolitan Park District Representative

---

Signature of Stemper Architecture Collaborative  
Representative

---

Date of Signature

---

Printed name/title for Stemper Architecture Collaborative  
Representative

Enclosures: StemperAC Fee Breakdown



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

	Consultant Fee	Stemper AC Fee	Markup (X.X)	Proposed Fee	Subtotals
<b>ADDITIONAL SERVICES</b>					
Architectural Services (from below)		\$11,890	1.0	\$11,890	<b>\$11,890</b>
Reprographics Services (Reimbursable -Direct Cost)		\$2,000			<b>\$2,000</b>
<b>Consulting Engineers</b>					
None			1.1	\$0	<b>\$0</b>
<b>TOTAL</b>					<b>\$13,890</b>

**SMSA Hourly Rates**

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

**PRELIMINARY PROJECT ASSESSEMENT**

	Prin Arch	Sr.Proj Mgr	Arch Staff	Admin	Subtotals
<b>1.0 Workshop Prep, Planning, and Execution</b>					
1.1 preparation of tools/resources used for workshop		24			24
1.2 planning review for masterplan and schedule		4			4
1.3 Workshops (2 @ 2 hours ea)					
visioning/mission/problem statement/guiding principles with DMPMPD and Board		4			4
1.4 Data gathering and organizing		6			6
1.5 Follow up/document write up and reporting		16			16
1.6 Coord. and communication with District Manager		4			4
<b>Subtotal - hours:</b>	0	58	0	0	<b>58</b>
<b>Subtotal - cost:</b>	\$0	\$11,890	\$0	\$0	<b>\$11,890</b>
<b>TOTAL HOURS</b>	0	58	0	0	<b>58</b>
<b>TOTAL COSTS</b>	\$0	\$11,890	\$0	\$0	<b>\$11,890.00</b>

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b      **Assigned to:** District G.M.      **Meeting Date:** 04/19/22

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

**Subject:** Retreat Scheduling

#### **Background/Summary:**

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

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

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

(From Stemper, Updated 4/6/22) – Available 5/18, 5/25 & 6/1, 6/8 or 6/15 (All Wednesdays))

The presentation will be over two of the dates for two hours each. We will also need to establish an in-person site for the retreat dates.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to schedule the board retreats on \_\_\_\_\_ and \_\_\_\_\_ starting at \_\_\_\_\_:\_\_\_\_\_am/pm.

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

<b><u>Two Touch Rule:</u></b>	<u>N/A</u>	<b>Committee Review</b>
	<u>2/15/22</u>	<b>First Board Meeting (Informational)</b>
	<u>4/19/22</u>	<b>Second Board Meeting (Action)</b>

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

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

#### **Notes:**

- Proposed DRAFT agenda



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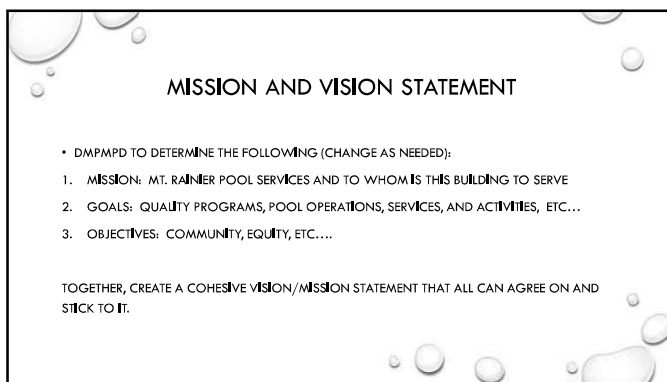
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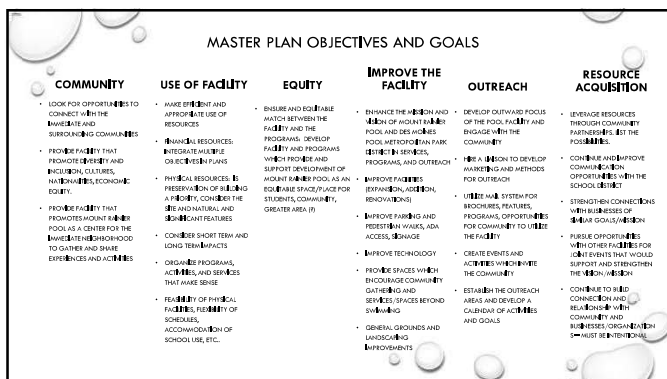
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### NEEDS ASSESSMENT

1. MOUNT RAINIER POOL TO ASSESS:

- **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 GROWTH AND INFUX)
- 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.

### TIMELINE (DETAIL)

**IMMEDIATE CRITICAL NEED (PRESENT TO 3 YEARS)**

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

**SHORT/AND TERM NEED (3-4 YEARS)**

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

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

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

**CONSIDER:**

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

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## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8c      **Assigned to:** Aquatics Manager      **Meeting Date:** 04/19/22

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

**Subject:** Summer Planning

**Background/Summary:**

The Mount Rainier Pool is planning its first summer of programming outside of Covid-19 regulations. This will be the first time since 2019 the pool has been able to offer a full complement of programming.

The Aquatics Manager will discuss how staff plan to meet the needs of the SEEK Swim Lesson Grant, KCYAS Grant for the Community Swim Club and the Des Moines Legacy Foundation Grant for staff training, while dealing with the challenges of a lifeguard shortage.

Attached is a presentation that will be made at the meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** Information Only!

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

**Two Touch Rule:**                      N/A                      Committee Review  
   N/A                      First Board Meeting (Informational)  
   4/19/22                      Second Board Meeting (Action)

**Action Taken:**    Adopted                           Rejected                           Postponed     

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

**Notes:**

- Presentation on Summer Programming (from Quentin Knox)



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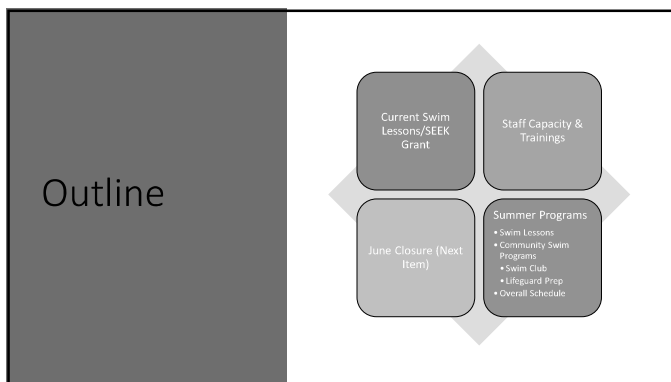
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### Current (Spring) Swim Lessons

- 170+ kids currently in swim lesson (Mon & Wed; Sat):
  - 11K of SEEK Grant – 18% of scholarship total
  - 49 surveys completed (one/household)
  - Equipment orders coming next week
- Spring Sessions:
  - Saturdays: April 16- June 11 (No May 28)
  - Monday & Wednesdays:
    - Session 1 – April 18- May 11
    - Session 2 – May 16- June 13 (No May 30)
- POTENTIAL CHANGES: Add waitlist registration time

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Staff Capacity

- Overall: Increased from 8 (Fall 21) to 26+ (Currently)
- DMLF Grant - \$10k
- Lifeguard Trainings:
  - Spring Break – 5
  - Summer – June and August
- Swim Instructor Trainings:
  - June 20 (two-week course)
- CHALLENGES:
  - Parents
  - Skills – Cannot swim well enough
- PARTNERSHIPS



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Marketing

- Not pushing activities too much now
- Received over 825+ calls in 24 hours
  - Walk
  - Bellevue, Southwold, other
  - Cannot manage daily ops and cover phones and questions
- Already have too many people on waitlists
- Wait until summer and just focus on Des Moines area
- (garden) overflow from New Student Registration

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	Monday	Tuesday	SHALLOW END		Friday	Saturday
8:15-9:15am	Water Exercise	Closed	Water Exercise	Closed	Water Exercise	
9:30-11:30am	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lesson	Family Swim/PT	8:00-11:30am Swim Lessons
11:00am-1:00pm	Water Walk	Water Walk	Water Walk	Water Walk	your Walk/Family Sw	11:00am-1pm Water
1:00-3:00pm	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	hold for Training or Camp KIMOS	1-3:00pm Cleaning/Setup
3:00-4:00pm	MRP Swim Club 9-13	Family Swim	MRP Swim Club 9-13	Family Swim	MRP Swim Club 9-13	1:30-3pm Open Swim - Sat 5/13rd WBSP
4:00-5:00pm			Cleaning 4-5pm			
5:00-7:00pm	Family swim	5-6 Family Swim	Family swim	5-6 Family Swim	Family swim	Renaissance (Pick Saturday)
		6-7 Water Exercise		6-7 Water Exercise		
			DEEP END			
8:15-9:15am	Lifeguard Prep	Closed	Lifeguard Prep	Closed	Lifeguard Prep	8:30-11am SMAC (5 Sat)
9:30-11:30am	Lap Swim (6)*	Lap Swim (6)*	Lap Swim (4)*	Lap Swim (6)*	Lap Swimming	11am-1pm Lap
11:30am-1:00pm	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	1-3:00pm Cleaning/Setup
1:00-3:00pm	Lap Swim (6)*	5-6pm SMAC Practice (Full Pool)	Lap Swim (6)*	5-6pm SMAC Practice (Full Pool)	hold for Training or Camp KIMOS	1:30-3pm Open Swim - Sat 5/13rd WBSP
3:00-4:00pm	MRP Swim Club 9-12		MRP Swim Club 9-12		MRP Swim Club 9-12	1:30-3pm Open Swim - Sat 5/13rd WBSP
4:00-6:00pm	6-7pm SMAC Practice (Full Pool)	5-6pm Lap Swim (1)*	6-7pm SMAC Practice (Full Pool)	5-6pm Lap Swim (1)*	6-7pm SMAC Practice (Full Pool)	Renaissance (Pick Saturday)
6:00-7:00pm		6-7pm Lap Swim		6-7pm Lap Swim		

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## Swim Lessons

- Options:
  - Weekdays (Two Sessions):
    - Mon-Thu, 9am-11:30am
    - Mon-Thu, 1-3pm (Camp KHAOS?)
  - Sessions:
    - 7/5-7/14 (No 7/4)
    - 7/18-7/28
    - 8/1-8/11
    - 8/15-8/25
  - Saturdays (8am-11:15am)
    - Sessions: 7/9-8/27
- SEEK Grant should last until end of Summer
- May need to subsidize some of equipment or get donations



SUMMER EXPERIENCES & ENRICHMENT FOR KIDS

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## Community Swim Programs

- \$5k Grant from KCVAS
- Breakdown into two programs and work around SEEK Swim Lessons
- MRP Swim Club (Ages 9-13)
  - Mon/Wed/Fri, 3-4pm
- Lifeguard Prep (Ages 14-18)
  - Mon/Wed/Fri, 8:15-9:15am
- Sessions:
  - 7/6-7/29 (No 7/4) & 8/1-8/18



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## Summer Planning

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:15-9:15am Swim Lessons	8:15-9:15am Swim Lessons	8:15-9:15am Swim Lessons	8:15-9:15am Swim Lessons	8:15-9:15am Swim Lessons	8:15-9:15am Swim Lessons
9:30-10:30am Water Works	9:30-10:30am Water Works	9:30-10:30am Water Works	9:30-10:30am Water Works	9:30-10:30am Water Works	9:30-10:30am Water Works
10:30am-11:30am Swim Lessons	10:30am-11:30am Swim Lessons	10:30am-11:30am Swim Lessons	10:30am-11:30am Swim Lessons	10:30am-11:30am Swim Lessons	10:30am-11:30am Swim Lessons
1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13
4:00-5:00pm Family Swim	4:00-5:00pm Family Swim	4:00-5:00pm Family Swim	4:00-5:00pm Family Swim	4:00-5:00pm Family Swim	4:00-5:00pm Family Swim
5:00-7:00pm Family Swim	5:00-7:00pm Family Swim	5:00-7:00pm Family Swim	5:00-7:00pm Family Swim	5:00-7:00pm Family Swim	5:00-7:00pm Family Swim
8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep
9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+
10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming
1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13
4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+
5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+
8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep	8:15-9:15am Lifeguard Prep
9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+	9:30-10:30am Lap Swim 14+
10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming	10:30am-11:30am Lap Swimming
1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13	1:00-4:00pm MRP Swim Club 9-13
4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+	4:00-5:00pm Lap Swim 14+
5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+	5:00-7:00pm Lap Swim 14+

- Concentrate staff on swim lessons and community programs
- Closed Sundays
- Opening Earlier on Weekdays
  - Mon/Wed/Fri, 8am
  - Tue/Thu, 9am
- Closing earlier weekdays, 7pm
- No afternoon closures
- Water Exercise:
  - Mon/Wed/Fri, 8:15-9:15am
  - Tue/Thu, 9-7pm
- Main complaint will be that we are offering too much in mornings to kids and families

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## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8d      **Assigned to:** District G.M.      **Meeting Date:** 04/19/22

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

**Subject:** Proposed June Closure

#### **Background/Summary:**

The District is planning on moving the annual pool closure to June 20-July 4. The Mount Rainier Pool annually closes its pool for two weeks in mid-August to complete a deep clean of the facility and schedule maintenance projects. The last two years with Covid-19 closures and reduced usage, the District decided to cancel or shorten these closures.

The closures are important to create scheduled closures for critical maintenance items, which could create unforeseen, emergency closures in the future that might be prolonged due to the scarcity of some parts and services.

It is also important to perform a deep clean at least annually. Although staff clean the facility daily, it is also important to deep clean the facility that includes high areas, and steam cleaning and vacuuming some areas to reduce slip and fall issues.

Finally, the District is increasing its staff. Over the past couple of months, the staff has grown, and a swim lesson instructor training is scheduled for June 20-July 2. It would be good to have staff focused on the swim lesson instructor training, but training as a team, and understanding the SOPs and EAPs for the Mount Rainier Pool.

**Fiscal Impact:** N/A

**Proposed Motion:** Information Only!

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>2/15/22</u>	<b>First Board Meeting (Informational)</b>
	<u>4/19/22</u>	<b>Second Board Meeting (Action)</b>

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

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

#### **Notes:**

- Presentation on June Closure

## June 20-July 4 Closure

April 19 Board Meeting

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## Closure Recommendation

- Move to June 20 – July 4 (Normally Late August)
- Utilize time for:
  - Two New Staff Classes:
    - Swim Instructor Training (2-Weeks Daily) - Contracted
    - Lifeguard Training (1-Week, Hybrid) - Internal
  - New Summer Staff Trainings (use time)
  - Maintenance Projects
  - Deep Cleaning
  - Aquatic Feasibility Study Testing
- Offer Swim Programming through end of Summer
  - Usually, time utilized for closure

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## Trainings

- Swim Instructor Training
  - 2-week onsite course
  - train up to 10 potential staff help offer lessons
  - Contracted instructor
- Lifeguard Training
  - Hybrid course (one week)
  - Online/in-person
  - Aquatics Coordinator will teach
- Summer Staff Trainings
  - Have lots of new staff
  - Train for safety and consistency



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Maintenance Projects

- Power Box Installation
- Back Flow Preventer
- Filter Media (Pool Filters)
- Light Bulb Changes (lift)
- Gate Installation
- Deep Cleaning (lift)
- Stemper Testing (lift)



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Questions

April 19 Board Meeting

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8e      **Assigned to:** District GM      **Meeting Date:** 4/19/22

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

**Subject:** Policy 272, Telecommuting

#### Background/Summary:

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

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

An editable version of the report will be sent out with the District GM's weekly report on Friday, March 18. This was due on April 1, 2022. No edits were received, but there was a comment made about the District GM's oversight. Discussion was on it being the District GM's responsibility, the Board President's responsibility or the responsibility of the entire board. A section has been added to address this issue with the options listed for the Board to decide on.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve Telecommuting Policy 272 as amended.

**Reviewed by Legal Counsel:** Yes X No —      **Date:** 04/04/2022

**Two Touch Rule:** N/A      **Committee Review**  
03/15/2022      **First Board Meeting (Informational)**  
04/19/2022      **Second Board Meeting (Action)**

**Action Taken:** Adopted        Rejected        Postponed       

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

#### Notes/Attachments:

- Policy 272, Telecommuting

## 272 – Telecommuting Policy

### 1.0 PURPOSE

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

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

### 2.0 SCOPE

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

### 3.0 DEFINITIONS

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

"District Facilities" refer to the Mount Rainier Pool and District Offices.

### 4.0 POLICY

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

**Commented [BS1]:** Placeholder depending on Board's decision.

### 5.0 TELECOMMUTING PROGRAM REQUIREMENTS

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

## 272 – Telecommuting Policy

telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that dependent care does not interfere with the employee's performance of their job responsibilities.

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

## 6.0 ELIGIBILITY

Employees are eligible, if they:

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

## 7.0 EMPLOYEE RESPONSIBILITY

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

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

## 8.0 ASSIGNED TELECOMMUTING

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

While not all employees will be able to telecommute, the District will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the District, City, County and/or State recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the District's *Continuity of Operations Plan* (Policy 392).

### OPTIONS:

- The District GM will solely be responsible for their teleworking assignment.
  - Or
- The Board President will be responsible for the District General Manager's teleworking assignment.
  - Or
- The Full Board will be responsible for the District General Manager's teleworking assignment.

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## TELECOMMUTING REQUEST FORM

### Des Moines Pool Metropolitan Park District

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

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

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

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

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

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

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a    **Assigned to:** District GM    **Meeting Date:** April 19, 2022

**Under:** New Business    **Attachment:**    Yes X    No \_\_\_\_\_

**Subject:** 2021 End-of-year Report

**Background/Summary:** This report is to update the board on the financial status of the District and to give a brief analysis of the 2021 financial conditions. Attached is the District GM's letter on the report.

A full report will be presented to the board at the May 17. The District GM will work with the Finance Committee on drafting of the preliminary report.

The report is due on May 30, 2022.

**Fiscal Impact:** N/A

**Proposed Motion:** No Motion Needed. Informational Only.

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

<b>Three Touch Rule:</b>	<u>N/A</u>	Committee Review
	<u>4/19/22</u>	First Board Meeting (Informational)
	<u>5/17/22</u>	Second Board Meeting (Action)

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

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

**Notes:** Attachments:  
- Budget Message from District General Manager

## **Budget Message from the District Manager**

It is my pleasure to present the district budget for the 2022 fiscal year. The district's budget serves three main purposes: formation of public policy, control of spending, and a written financial plan that reflects the district's ongoing commitment to providing aquatic programs for patrons of all ages in a fiscally responsible and sustainable fashion.

### *2021 Issues/Accomplishments*

2021 continued to be a challenging year with COVID-19, the District dealt with a number of issues and still was able to serve the community.

First, the District had a goal to reinstitute programming, but with proper safety measures. I am proud to report that the Mount Rainier Pool had no public outbreaks of Covid-19 while offering programming throughout the pandemic. This was due to the diligence of our staff and the public working with us to provide a safe environment.

Second, the District was able to stay open year-round, while many facilities were closed due to staffing issues due to the effects of Covid-19. One of our largest challenges was being unable to hire and train new staff due to strict guidelines. This was most felt in the fall of 2021, when our staff was dramatically cut, which caused us to reduce our hours of operation. Since that low point, our team has done a great job in increasing staff. At the end of the year, we had more than tripled lifeguard staff from our lowest point (6 to 23).

Third, in late Spring 2021, we realized that there were almost no community programs for families due to an increase in Covid-19 in our area. The District with a grant from King County Youth Amateur Sports (KCYAS) developed a free community swim program that included a swim club and lifeguard preparatory class. Both programs helped fifty-five underserved members to stay active and some to work at the Mount Rainier Pool. We hope these programs promote life-long swimming and help youth gain experience towards working in aquatics or another first-responder careers.

Fourth, the District offered a record number of free-swimming opportunities thanks to the swim club grant and scholarships. The District offered over \$10,000 in free programming in 2021. This is the largest allocation of free programming the District has recorded.

Finally, the District continued to lower its levy rate to .2094/1,000. This is the lowest rate for the levy since it was formed in 2011. Our goal is to get the levy back to .2000/1,000 in 2022.

### *2022 Outlook*

The start of 2022 saw record numbers of Covid-19 cases, but by April 2022 case numbers decreased. As restrictions are lifted, we continue to be diligent including updating our safety plans, monitoring staff vaccination rates and keeping an eye on updates from state and federal agencies.

First, in 2022, the district has lowered its levy rate for the fourth year in a row to \$.2000 from its highest level of \$.3438 in 2018, which was due to unforeseen repairs. The District continues to work to find value for the services it provides.

Second, the District has received two grants to help with community programming. The District received a Summer Enrichment and Experience for Kids (SEEK) grant of \$79,735 from the State of Washington's Office of

the Superintendent of Public Instruction (OSPI). This grant will allow us to provide free swim lessons for youth ages 4 to 14 between April and October. The District has been working to increase its swim lesson offerings. At this time, we have around 175 children actively taking swim lessons. The grant also includes swim attire, goggles, bag and a towel to help reduce barriers for swimmers. This summer the District will also be bringing the swim club and lifeguard preparatory classes thanks to another \$5,000 grant provided by King County Youth Amateur Sports (KCYAS) program. This ten-week program will help children move on from swim lessons and have a positive activity during the summer months to keep them active and engaged.

Fourth, the District is continuing to face the challenges of staffing (1/3 pools around the country are scheduled not to open during the summer of 2022). With the help of a \$10,000 grant from the Des Moines Legacy Foundation, we will be offering free lifeguard and swim instructor training programs through the end of summer. The District wants to offer as many swim lessons, operational hours and other aquatics programming, which require more staff to be hired and trained. Beyond the increased programming for the Mount Rainier Pool, these trainings offer teens and young adults an opportunity to gain on-the-job skills to help them later in life, a safe place to spend outside of school hours, and great experiences to place on their resumes and college applications. District staff is working with other pools and service providers to help as many youths get these experiences not only at the Mount Rainier Pool, but other pools in the area.

Fifth, the District is scheduled to receive a \$100,000 grant to perform a site and conditions assessment on the Mount Rainier Pool which is entering its 46th year of operation. The district has contracted with Stemper Architects as its Engineer of Record. Stemper has an extensive background that includes a comprehensive study of the City of Seattle's seven Forward Thrust pools and an ADA study of their community centers. The District hopes to work with them to help modernize Mount Rainier Pool or develop alternatives for the future of aquatics in the Des Moines area. Updates will be available on the District's website and via our email notification system.

Sixth, the District will also bring back public meetings and update its website for continued transparency and ease-of-use. The new format will be for a hybrid component that will allow users to view meetings from the comfort of their homes. The website will be updated to meet best practices including the ability to view the meetings. We estimate launching both in 2022.

Finally, the District continues to work towards pre-pandemic service levels of service and beyond. In March, the District will reinstitute public swim events. In April, it is reintroducing Parent-Teacher Association swims. This summer the pool will be the busiest it has been in years, and in the Fall, we hope to bring back special events and wider operational hours. It will be a challenge, but our staff is up to it!

Respectfully,



Scott Deschenes  
District General Manager  
Des Moines Pool Metropolitan Park District