



# Des Moines Pool Metropolitan Park District

January 19, 2020

7:00 p.m.

Regular Meeting (*Remote Meeting*)/Public Hearing

**Due to COVID-19 all district meetings are held remotely. If you wish to listen in, please do so at 1-877-568-4106 access code 510-312-693. Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Linda Ray at [linda.ray@desmoinespool.org](mailto:linda.ray@desmoinespool.org) or call us at (206) 429-3852.**

## AGENDA

7:00 1. **CALL TO ORDER ROLL CALL**

7:03 2. **PLEDGE OF ALLEGIANCE**

7:06 3. **ADOPTION/MODIFICATIONS OF AGENDA**

4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

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

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

December 15, 2020, Regular Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$4104.50 was received in the month of December 2020

f. **VOUCHER APPROVAL**

\$31,443.44 was processed in December 2020 for warrant requests

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

\$43,686.83 was processed in December 2020 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 regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

7:20 **7. EXECUTIVE SESSION**

**8. OLD BUSINESS**

- 7:40 a. BLRB Billing and Closeout  
7:45 b. Resolution 2021-01, Board Officers  
7:55 c. Resolution 2021-02, Auditing Officers  
8:10 d. Resolution 2021-03, Committees and WCIA Representative  
8:25 e. COVID-19 Operations Update  
8:40 f. Highline School District  
8:50 g. Board Training Reschedule

**9. NEW BUSINESS -- None**

**UPCOMING MEETINGS**

- February 9, 2021, Special Meeting (Training Session), 5:00 p.m. Location TBD
- February 16, 2021, Regular Meeting, Location TBD

**ADJOURNMENT**

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

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: Clerk of the Board Meeting Date: January 19, 2021

Under: Consent Agenda Attachment: Yes

Subject: Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary—

**Expenditures** December 2020: Total **\$75,130.77**

Admin Expenditures = \$20,384.23 Ops Expenditures = \$52,531.65 Capital Expenditures = \$0.00

**Revenue** December 2020: Total **\$10,340.14**

Property Taxes & Interest = \$6,235.64 Misc Revenue = \$298.78 MRP Revenue = \$4,104.50

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- December 15, 2020, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$31,443.44** were approved for payment

- \$3,438.95 was processed on December 1, 2020
- \$13,941.12 was processed on December 7, 2020
- \$3,310.46 was processed on December 10, 2020
- \$10,75.91 was processed on December 21, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$43,686.83** were processed for payment

- \$20,452.99 approved for payroll on December 7, 2020
- \$23,233.84 was approved for payroll on December 21, 2020

A total of **\$75,130.27** was processed in December 2020 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 December 2020 totaling **\$75,130.27**.

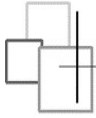
**Reviewed by District Legal Counsel:** Yes \_\_\_\_\_ No x Date: \_\_\_\_\_

**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: \_\_\_\_\_

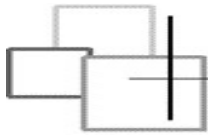
Notes:



## 2020 REVENUE -- December 2020

Account #	Reference	Nov 2020	Dec 2020	YTD Balance	2020 Budget	Budget Balance
<b>General Fund Taxes</b>						
001-000000-311-11-00-00	Property Taxes	\$5,251.55		\$992,910.42	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.09		\$0.09	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,571.14		\$4,051.90	\$0.00	\$0.00
	<b>Total General Fund</b>	<b>\$6,822.78</b>	<b>\$0.00</b>	<b>\$996,962.41</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>						
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00		\$0.00	\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>			<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>						
001-000-000-361-11-00-00	Investment Interest	\$984.09		\$16,336.04	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00		\$103.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00		\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$90.78		\$22,522.53	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$998.75		\$30,813.50	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,105.75		\$29,110.05	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$208.00		\$1,247.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$5,387.37</b>	<b>\$0.00</b>	<b>\$100,132.12</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>						
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$122,500.00		\$122,500.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00		\$0.00	\$0.00	\$0.00
	<b>Total Capital Projects/Reserve</b>	<b>\$122,500.00</b>	<b>\$0.00</b>	<b>\$122,500.00</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>
	<b>Grand Total Revenue</b>	<b>\$134,710.15</b>	<b>\$0.00</b>	<b>\$1,219,594.53</b>	<b>\$200,000.00</b>	<b>-\$1,019,594.53</b>





## 2020 EXPENDITURES -- December 2020

Beginning Monthly Balance = \$1,432,695.16

Ending Monthly Balance = \$1,369,092.06

Category/ Acct #	Reference	Dec 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$839.37	\$9,128.01	\$12,800.00	3,671.99	71%
001-000-000-576-20-10-01	District Manager - Wage	\$6,118.85	\$73,549.74	\$98,365.00	24,815.26	75%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,909.29	\$22,044.75	\$27,037.50	4,992.75	82%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,412.52	\$51,357.24	\$71,997.00	20,639.76	71%
001-000-000-576-21-25-02	Aquatic Coordinator	\$4,468.82	\$42,698.44	\$105,000.00	62,301.56	41%
001-000-000-576-21-30-01	Lifeguards	\$14,171.52	\$105,081.29	\$190,000.00	84,918.71	55%
001-000-000-576-21-30-02	Instructors	\$478.73	\$6,062.13	\$40,000.00	33,937.87	15%
001-000-000-576-21-32-02	Head Lifeguards	\$1,410.46	\$20,134.12	\$33,742.80	13,608.68	60%
001-000-000-576-20-21-19	Payroll Taxes	\$5,593.80	\$99,931.82	\$169,000.00	69,068.18	59%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$868.20	868.20	0%
001-000-000-576-21-33-00	Sick Pay	\$247.06	\$6,674.01	\$12,942.98	6,268.97	52%
	<b>Total Salaries &amp; Wages</b>	<b>\$39,650.42</b>	<b>\$429,987.54</b>	<b>\$750,310.50</b>	<b>\$326,591.93</b>	<b>57%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$2,079.89	\$32,811.23	\$35,728.00	2,916.77	92%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,485.00	\$2,000.00	515.00	74%
	<b>Total Personal Benefits</b>	<b>\$2,214.89</b>	<b>\$34,296.23</b>	<b>\$37,728.00</b>	<b>\$3,431.77</b>	<b>91%</b>
<b>Office Supplies</b>						
001-000-000-576-20-31-00	District Office Supplies	\$19.61	\$1,421.67	\$5,000.00	3,578.33	28%
001-000-000-576-21-35-04	Office Equipment (non-capitalized-SAA)	\$0.00	\$834.63	\$3,500.00	2,665.37	24%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$24.10	\$229.89	\$5,500.00	5,270.11	4%
	<b>Total Office Supplies</b>	<b>\$43.71</b>	<b>\$2,486.19</b>	<b>\$14,000.00</b>	<b>11,513.81</b>	<b>18%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$1,406.10	\$3,000.00	1,593.90	47%
001-000-000-576-21-35-02	Janitorial Supplies	\$972.56	\$4,111.79	\$5,000.00	888.21	82%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$972.56</b>	<b>\$5,517.89</b>	<b>\$8,000.00</b>	<b>2,482.11</b>	<b>69%</b>
<b>Pool Supplies</b>						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$120.87	\$1,200.00	1,079.13	10%
001-000-000-576-21-35-01	Pool Chemicals	\$429.00	\$2,328.22	\$20,000.00	17,671.78	12%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$633.04	\$2,750.00	2,116.96	23%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$32.69	\$2,729.09	\$1,000.00	(1,729.09)	273%
	<b>Total Pool Supplies</b>	<b>\$461.69</b>	<b>\$5,811.22</b>	<b>\$25,750.00</b>	<b>19,938.78</b>	<b>23%</b>
<b>Scholarships</b>						
001-000-000-576-20-40-20	Faith Callahan	\$0.00	\$1,577.94	\$18,000.00	16,422.06	9%
	<b>Total Scholarships</b>	<b>\$0.00</b>	<b>\$1,577.94</b>	<b>\$18,000.00</b>	<b>16,422.06</b>	<b>9%</b>
<b>Pool Equipment</b>						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
	<b>Total Pool Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,700.00</b>	<b>15,700.00</b>	<b>0%</b>

Category/ Acct #	Reference	Dec 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Professional Svcs - Front Offc</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$675.00	\$11,335.50	\$14,000.00	2,664.50	81%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$1,009.00	\$1,989.03	\$7,700.00	5,710.97	26%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$14,780.75	\$22,500.00	7,719.25	66%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$115.62	\$1,493.98	\$5,250.00	3,756.02	28%
001-000-000-576-21-42-02	Scheduling Software	\$0.00	\$2,400.00	\$0.00	(2,400.00)	
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,950.00	\$5,445.00	495.00	91%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$40.50	\$497.20	\$1,500.00	1,002.80	33%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$5,357.91	\$9,675.16	\$7,700.00	(1,975.16)	126%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$17.60	\$813.02	\$3,000.00	2,186.98	27%
	<b>Total Prof Services-Front Offc</b>	<b>\$8,441.63</b>	<b>\$47,934.64</b>	<b>\$77,095.00</b>	<b>29,160.36</b>	<b>62%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$1,478.00	\$2,160.00	682.00	68%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$3,245.00	3,245.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$69.97	\$4,032.90	\$1,000.00	(3,032.90)	403%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,300.00	3,300.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$548.91	\$7,334.92	\$6,798.00	(536.92)	108%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,573.80	\$18,295.20	\$20,119.52	1,824.32	91%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$325.50	\$2,015.34	\$3,000.00	984.66	67%
	<b>Total Prof Services-Maintenance</b>	<b>\$5,608.18</b>	<b>\$33,156.36</b>	<b>\$40,622.52</b>	<b>7,466.16</b>	<b>82%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$13,202.61	\$46,418.39	\$100,000.00	53,581.61	46%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$68.36	\$2,000.00	1,931.64	3%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$13,202.61</b>	<b>\$46,486.75</b>	<b>\$102,000.00</b>	<b>\$55,513.25</b>	<b>46%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$4,047.50	\$2,000.00	(2,047.50)	202%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$209.00	\$2,722.09	\$6,000.00	3,277.91	45%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$401.29	\$1,000.00	598.71	40%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$678.66	\$5,216.45	\$6,750.00	1,533.55	77%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$72.12	\$1,047.80	\$1,500.00	452.20	70%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.00	\$403.08	\$500.00	96.92	81%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$679.00	\$840.00	161.00	81%
	<b>Total Communications</b>	<b>\$1,051.78</b>	<b>\$14,517.21</b>	<b>\$18,590.00</b>	<b>4,072.79</b>	<b>78%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$182.36	\$1,500.00	1,317.64	12%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$1,427.91	\$2,500.00	1,072.09	57%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$148.57	\$2,500.00	2,351.43	6%
001-000-000-576-21-43-05	Swim Lessson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$2,452.00	\$2,500.00	48.00	98%
	<b>Total Training &amp; Travel</b>	<b>\$0.00</b>	<b>\$4,210.84</b>	<b>\$14,500.00</b>	<b>10,289.16</b>	<b>29%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$40.00	\$3,986.85	\$22,500.00	18,513.15	18%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
001-000-000-576-21-41-04	Ad Design	\$112.44	\$3,854.98	\$500.00	(3,354.98)	771%
	<b>Total Advertising</b>	<b>\$152.44</b>	<b>\$7,841.83</b>	<b>\$31,200.00</b>	<b>23,358.17</b>	<b>25%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$8,610.00	\$12,500.00	3,890.00	69%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$3,025.00	\$3,600.00	575.00	84%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$1,194.61	\$2,500.00	1,305.39	48%
	<b>Total Rentals &amp; Leases</b>	<b>\$992.50</b>	<b>\$12,829.61</b>	<b>\$18,600.00</b>	<b>5,770.39</b>	<b>69%</b>

Category/ Acct #	Reference	Dec 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$58,856.81	\$75,000.00	16,143.19	78%
001-000-000-576-21-47-02	Water (Highline)	\$499.44	\$7,908.42	\$9,000.00	1,091.58	88%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,159.61	\$5,367.80	\$4,200.00	(1,167.80)	128%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$4,182.56	\$3,000.00	(1,182.56)	139%
	<b>Total Utilities</b>	<b>\$1,659.05</b>	<b>\$76,315.59</b>	<b>\$91,200.00</b>	<b>14,884.41</b>	<b>84%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$12,332.00	\$16,000.00	3,668.00	77%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$12,332.00</b>	<b>\$16,000.00</b>	<b>3,668.00</b>	<b>77%</b>
<b>Miscellaneous</b>						
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$26.77	\$3,285.04	\$1,000.00	(2,285.04)	329%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$255.94	\$1,500.00	1,244.06	17%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$3,220.58	\$2,625.00	(595.58)	123%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$58.00	\$754.00	\$1,750.00	996.00	43%
	<b>Total Miscellaneous</b>	<b>\$84.77</b>	<b>\$7,515.56</b>	<b>\$7,375.00</b>	<b>(140.56)</b>	<b>102%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-41-11	State Audit		\$4,554.36	\$6,000.00	1,445.64	76%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$15,426.01	\$30,000.00	14,573.99	51%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$594.54	\$1,238.02	\$1,000.00	(238.02)	124%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$805.80	\$5,000.00	4,194.20	16%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$3,111.22	\$1,000.00	(2,111.22)	311%
	<b>Total Intergov Services</b>	<b>\$594.54</b>	<b>\$25,135.41</b>	<b>\$44,000.00</b>	<b>18,864.59</b>	<b>57%</b>
<b>COVID-19</b>						
001-000-000-576-20-31-00	Office Supplies		\$1,041.04	\$0.00	(1,041.04)	0%
001-000-000-576-20-43-00	Training/Conferences		\$685.00	\$0.00	(685.00)	0%
001-000-000-576-21-31-01	Custodial		\$3,900.00	\$3,245.00	(655.00)	120%
001-000-000-576-21-35-02	Janitorial Supplies		\$850.13	\$0.00	(850.13)	0%
001-000-000-576-21-43-06	First Aid Supplies		\$2,254.02	\$0.00	(2,254.02)	0%
001-000-000-576-21-49-01	Lifeguard Supplies		\$1,405.88	\$0.00	(1,405.88)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies		\$284.25	\$0.00	(284.25)	0%
	<b>Total COVID-19</b>	<b>\$0.00</b>	<b>\$10,420.32</b>	<b>\$3,245.00</b>	<b>(7,175.32)</b>	<b>0%</b>
<b>Capital</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,250.00	1,250.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$50,664.80	\$7,500.00	(43,164.80)	676%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$122,500.00	\$122,500.00	\$75,000.00	(47,500.00)	163%
001-000-000-594-76-42-03	Heat Exchanger (MacDonald Miller)	\$0.00	\$32,755.80	\$51,000.00	18,244.20	64%
	<b>Total Capitals</b>	<b>\$122,500.00</b>	<b>\$205,920.60</b>	<b>\$134,750.00</b>	<b>-\$71,170.60</b>	
	<b>TOTAL ADMINISTRATION</b>	<b>\$20,384.23</b>	<b>\$366,733.69</b>	<b>\$575,505.50</b>	<b>208,771.81</b>	<b>64%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$52,531.65</b>	<b>\$432,977.26</b>	<b>\$752,408.50</b>	<b>319,431.24</b>	<b>58%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$173,164.80</b>	<b>\$51,000.00</b>	<b>(122,164.80)</b>	<b>340%</b>
		<b>\$75,130.77</b>	<b>\$800,708.61</b>	<b>\$1,381,671.02</b>	<b>\$587,231.38</b>	<b>58%</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Wednesday, January 13, 2020  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** December 5, 2020 to January 4, 2020 District General Manager Report

## Week Ending December 11, 2020

### **BOARD MEETING TUESDAY**

We will have a board meeting Tuesday, December 15. Linda emailed out the agenda packet and login information on Thursday, December 10. Below is the agenda packet link and login information, if you missed it.

Board Meeting Agenda Packet Link:

<https://mtrainierpool.com/wp-content/uploads/20201215-Regular-Meeting-Packet.pdf>

Board Meeting Login Information:

December 15 - Regular Board Meeting  
 Tue, Dec 15, 2020 7:00 PM - 9:00 PM (PST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/941035925>

**You can also dial in using your phone.**

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

**Access Code:** 941-035-925

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/941035925>

### **CORONAVIRUS RESTRICTIONS**

Governor Inslee announced that the current COVID-19 restrictions have been extended for until January 4. There have been no further restrictions like California has set, but if the numbers worsen, the governor may take action.

<https://www.seattletimes.com/seattle-news/gov-inslee-extends-covid-19-restrictions-on-gatherings-restaurants-gyms-to-jan-4/>

### **VACCINATIONS**

From WRPA Lobbyist: We heard from Nik Stroup at Bothell, Pete Mayer of Metro Parks Tacoma, and others on this topic – with the hope that front-line parks, public works, and utilities personnel could get high prioritization for vaccine distribution.

### **OPMA ONLINE EXTENSION**

Online meetings are extended until at least January 19, 2021 or until King County goes into Phase 3 of Washington State's Safe Start Plan. From Brian...

The Legislative Leadership has approved an extension of the current Open Public Meeting Act restrictions through January 19, 2021 (copy attached).

I will send out a follow up email with the formal proclamation once it is issued.

**In person Board of Commissioner meetings continue to be prohibited through January 19, 2021 for counties in Phase 1 and Phase 2.**

The formal proclamation includes information about having in-person staff available that would require us to meet the guidelines listed in the article below. This would be difficult with our current meeting setup and we are not required to. See article below.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2020-1/In-Person-Public-Meetings-Put-on-Hold-for-Now.aspx>

### **WCIA GRANT**

We submitted our paperwork for reimbursement. This will add about \$3,900 in reimbursement for the project. We are still awaiting permitting to move forward but hope to have it done in early 2021 at the latest. We hope to have a check soon.

### **GUTTER PROJECT**

The gutter project came in at \$14,479. We are processing the check. This will be subtracted from our \$100k for maintenance and repairs. We will let you know updated total for Capital Reserve in the packet. The project was passed as an emergency repair at the October 20 Board Meeting (#9f).



## POOL ATTENDANCE

According to staff the pool is reaching capacity on Monday, Wednesday and Friday mornings and has been busy on the other mornings. We are working on a no-show process and opened up additional evening and weekend hours to better accommodate users.

	November 23-25 (Off Thu & Fri)	November 30-Dec 5
Membership Scans	34	72
Paid/10-Visit Scans	84	160
No Shows	14	21

## NORMANDY PARK CITY SCENE

We posted an ad (attached) in the Normandy Park City Scene and they also are letting us post a flyer for free for their residents (attached). The magazine should be out January and run January through March.

## SAO AUDIT REPORT

SAO finally posted their audit report, so I linked it to the Governance Page. It was for 2016-2018. I estimate our next report will be in 2022 for 2019-2021. Below is a link to the posted report.

<https://mtrainierpool.com/wp-content/uploads/2016-2018-Audit.pdf>

## EMPLOYEE HANDBOOK CHANGES

Heartland provides our payroll software and has an HR function as part of that service. We received some potential law changes that we are reviewing and will put in front of the board in early 2021.

## WEBINARS

I attended the following webinars this week. If you are interested in any of the information, let me know.

- NRPA on Public Relations – Communicating More with Less: (Description) Throughout the pandemic many park and recreation professionals have had to communicate more information with less - less people, less time and less resources. Explore how the pandemic has impacted communications for the field and the tools and strategies park and recreation professionals are using to continue disseminating important information with less resources.

## Overview

### How It's Going

- According to an April 2020 survey from Hill + Knowlton Strategies, 60% of PR professionals said they were working longer hours.
- 67% said team morale was a lot or a little worse.
- Volume of written communications greatly increased.



[www.nrpa.org](http://www.nrpa.org)



- MRSC Rosters – Public Agency Membership: I did this webinar to better prepare for utilizing the MRSC Rosters for our Architect of Record RFQ process. (See December 15 board packet item #9c for more information.) This webinar covered the process of using the rosters and how to get all of your existing contractors and consultants to sign up for the roster, if they are not currently on it.



## UPCOMING WEBINARS

If you are interested in any of the upcoming webinars, please let me know and we will sign you up.

### MRSC

#### Ethical Considerations for Local Government Officials and Staff January 21, 11 AM - 12 PM

[Learn More and Register](#)

Integrity is important for local government to function effectively. This webinar will review conflict of interest laws, discuss recent ethical questions we've received, and provide a framework for reviewing and updating an agency's ethics codes.

**Credits: CLE, CML**  
**Cost: \$35**

#### PRA and OPMA Case Law Update - 2021 January 26, 10 AM - 11 AM

[Learn More and Register](#)

This webinar will review trends in recent litigation impacting the Public Records Act (PRA) and Open Public Meetings Act (OPMA) to help local government officials and employees avoid liability.

**Credits: CLE, WAPRO, CML**  
**Cost: \$35**

### WCIA

#### NWCI-Supporting Our Elected Officials in Times of Calm and Crisis-Virtual-1/27/2021 & 1/28/2021

January 27, 2021 at 2:00 PM - January 28, 2021 at 4:00 PM PT

[Add to Calendar](#)

[Administration](#)

[View Event Website](#)

#### Description

This is a WCIA Reimbursable Program. To submit a reimbursement request you will need to go thru a designated Origami User who has a login to the Origami Member Portal. For a list of designated Origami Users contact [memberservices@wciapool.org](mailto:memberservices@wciapool.org)

### RESEARCH

- How COVID-19 Changed the Future of their Cities - <https://www.governing.com/now/Mayors-How-COVID-Changed-the-Future-of-Their-Cities.html>
- 509 SR Project Reaches Milestone - <http://waterlandblog.com/2020/12/07/sr-509-completion-project-reaches-major-milestone-with-264-million-apparent-best-value-proposal/>
- WHO Coronavirus Vaccine Information Page- [https://www.who.int/news-room/q-a-detail/coronavirus-disease-\(covid-19\)-vaccines?adgroupsurvey={adgroupsurvey}&gclid=Cj0KCQiA5bz-BRD-ARIsABjT4nhMyc52d1E7e NSmzUvJV4DycUMI7o6rhP5BtfoXRruBM85BiS6aMcaAp6zEALw\\_wcB](https://www.who.int/news-room/q-a-detail/coronavirus-disease-(covid-19)-vaccines?adgroupsurvey={adgroupsurvey}&gclid=Cj0KCQiA5bz-BRD-ARIsABjT4nhMyc52d1E7e NSmzUvJV4DycUMI7o6rhP5BtfoXRruBM85BiS6aMcaAp6zEALw_wcB)
- How Much Will Vaccine Cost - <https://www.forbes.com/sites/katiejennings/2020/11/17/how-much-will-a-covid-19-vaccine-cost/?sh=264bd873576d>

King County Passes Biennial Budget - <https://www.federalwaymirror.com/news/king-county-council-passes-12-59-billion-biennial-budget/>

## Week Ending December 18, 2020

### BOARD MEETING FOLLOW-UP

Just a reminder that our next board "Retreat" meeting is Tuesday, January 5<sup>th</sup> at 7pm.

- MRSC Rosters – I forgot to mention that MRSC Rosters is already part of our current Policy and Procedures under Policy 520, Procurement. <https://mtrainierpool.com/wp-content/uploads/FINAL-DMPMPD-520-Procurement.pdf>
  - The only minor change is 6.3 "Public Works projects over \$300,000-350,000. Formal Sealed bidding shall be used except in case of an emergency."
- SMAC - SMAC came back and did not want the Tuesday/Thursday shared pool time, but will continue to use Monday, Wednesday and Saturday times during the break (note -both Fridays are on Holidays). We are still working on the schedule after the break (January 4<sup>th</sup> and after).

### DECEMBER 20 SCHEDULE UPDATE

On Thursday, we sent out an update for the Holiday Break. We also updated the website, social media and interactive calendar. Below is email notification that was sent out.

[http://createsend.com/t/d-5C9CE9597AB097B62540EF23F30FEDED?fbclid=IwAR2gGb7rZt5i-L-3vMKux5THjuKVRu4gqongC\\_CfqiNM4KEQ8mZfQ1FHEj0](http://createsend.com/t/d-5C9CE9597AB097B62540EF23F30FEDED?fbclid=IwAR2gGb7rZt5i-L-3vMKux5THjuKVRu4gqongC_CfqiNM4KEQ8mZfQ1FHEj0)

### HOLIDAY SCHEDULE

Just a reminder that the pool will be closed December 24 & 25, and January 1. We will also have special hours December 31 from 5:30am-1:00pm. All other hours that week, we will be open regular hours.

### SNOW AND ICE REMOVAL PREP

Staff moved the deicer and other materials to the pool to prepare for snow and ice removal for the winter months. See article from MRSC.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2020-1/The-Role-of-Cities-and-Counties-in-Keeping-Winter.aspx>

### KING COUNTY SPORTS GRANT

A new round of youth sports grants will open **January 4, 2021**. Required Letters of Interest (LOI) for this new funding opportunity for capital projects and programs are due by Noon on January 27. Applications for our Activation Grants will also be due on January 27. Click link below for more information.

<https://www.kingcounty.gov/services/parks-recreation/parks/get-involved/partnerships-and-grants/yasg.aspx>

### RESEARCH

- Winter Weather Policy Article from MRSC -
- Pierce County Records Backlog of COVID-19 Cases (REWORD) - <https://www.thenewstribune.com/news/coronavirus/article247735060.html>
- Indigenous People's Day Proclamation (Tacoma Metro Parks) - <https://www.metroparkstacoma.org/wp-content/uploads/2020/10/Proclamation-Indigenous-Peoples-Day-October-12-2020.pdf>
- Getting Started on Your Equity Journey - <https://icma.org/blog-posts/getting-started-your-equity-journey?zs=ctEei1&zl=fvil7>
- What Will Happen to Cities in 2021 - <https://www.theatlantic.com/ideas/archive/2020/12/the-2021-post-pandemic-prediction-palooza/617332/>
- Counties Start to See Post-Thanksgiving COVID-19 Surge - <https://www.peninsuladailynews.com/news/counties-start-to-see-virus-cases-related-to-thanksgiving/>
- Maker of Fisher Scones Cited for More Than 1,500 Youth Working Violations - <https://www.seattletimes.com/seattle-news/maker-of-fisher-scones-cited-for-more-than-1500-instances-of-overworking-teens/>



## Week Ending January 8, 2021

### **NEXT MEETING**

Our next board meeting is Tuesday, January 19 at 7:00pm. Linda will send out the agenda packet on Thursday, January 14 with the link to the meeting.

If you have an agenda item, please send it to us by Tuesday, January 12, so we have ample time to create an AIS and any supporting information for the packet.

### **BOARD RETREAT FOLLOW-UP**

A few follow-up items from the board retreat on Tuesday.

- Training: Brian has a meeting at 4:00pm on February 9<sup>th</sup>. He is going to see if it will affect our meeting, but we may need to move it back to 6:00pm or reschedule it. We have added it to the agenda on January 19 to discuss.
- OPMA Training Requirement: I was incorrect on the OPMA/PRA training needed to happen every three years. It is actually four. We are still going to pursue the training.

### **W-2 FORMS**

Linda is processing W-2 forms and other end of the year processes. You, like the staff, should receive them later this month.

### **ROADMAP TO RECOVERY**

On Tuesday, January 5<sup>th</sup>, Governor Inslee announced his Road to Recovery plan. On Wednesday, January 6<sup>th</sup>, Governor Inslee's office posted this information. <https://medium.com/wagovernor/inslee-announces-healthy-washington-roadmap-to-recovery-229b880a6859>

We are still awaiting guidance from the State DOH on how this specifically effects water recreation facilities. The WRPA Aquatics Group has reached out to the state for further guidance. I am estimating that we will receive an update over the weekend or early next week.

I will add the updated information to next week's report.

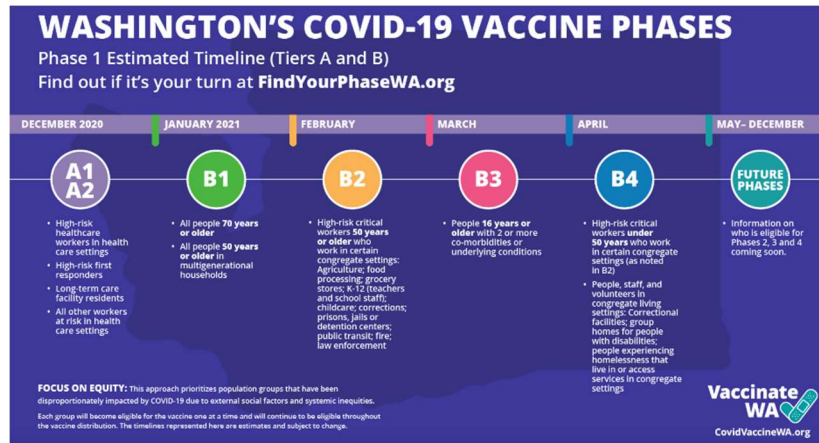
### **WIAA**

Update from meeting on January 6<sup>th</sup>. They have tentatively set the schedule for the first season which includes the girls swim team season set for February 1 to March 20.

On Thursday evening we received word that the NPSL League, which Mount Rainier High School participates in, may not follow that schedule. We are still awaiting updates on the schedule. The NPSL will have their next meeting on January 11. We hope to have more information at that time.

### **WASHINGTON STATE VACCINATION PLAN**

(From Doug Levy, WRPA Lobbyist) The ***link immediately below my Contact Information*** – as well as ***further down, just under Jon Snyder's message*** – provides a 1-page infographic on stages of the Vaccine Distribution rollout announced Wednesday by Dept. of Health. I've got a question into both DOH and the Governor's office as to how this rollout and phases such as B2 might apply to parks, public works, and utility workers who have been on the front lines – will let you know what I hear.



There is a push by WRPA to get frontline parks and recreation staff to move up on the vaccination plan, but there is no formal announcement yet.

### WCIA 2021 COMPACT

Each year, we are required to complete a Compact with our insurance company Washington Cities Insurance Association (WCIA). We are working on options to apply for 2021, which we estimate will happen during the second quarter.

(From WCIA) For the 2021 COMPACT, members will again be presented with three options for consideration, and will work with their assigned Risk Management Representative to select the audit option that best meets the individual member's needs, and in keeping with the primary goal of improving the pool's loss experience. The three options for 2021 include the following:

- **Option 1: Traditional Audit:** The member and Risk Management Rep together will work to choose from one of three audit questionnaires. The option 1 audit topics for 2021 are a "back to basics" Fleet Liability audit, Personnel, and Homelessness.
- **Option 2: Targeted Risk Management Review:** The Risk Management Rep will meet with the member and provide all, or part of the following Targeted Risk Management Review based upon individual member need and applicability:
  - Contract Review / Right of Way Ordinance Review
  - Special Events Review / Facility Use Agreements review
  - Program review and development including senior centers, sidewalks (incorporating WCIA sidewalk tool kit), and volunteers
  - Playground and park walk through and inspection for liability exposures
  - Risk 101 analysis
  - Parks and Recreation Programs
  - Public Works (roadways emphasis)
- **Option 3: Loss and Exposure Reduction Plan:** The member will work with their assigned Representative to review their risk profile and loss runs to identify the member's top risk management priorities based upon loss history. They will then work together to develop an action plan.

In past years, we did the following:

- 2020 – Property Inspection
- 2019 – Hiring and On-board Processes
- 2018 – Waivers and Releases
- 2017 – Personnel Handbook
- 2016 – Contracts

Again, we are evaluating options for this year's compact.

Also, I will be virtually attending the first meeting of the year on January 15 at 10:15am.

## MAINTENANCE

Dominic is working with Sunbelt Controls and CMIT to update the remote notification system. He is also working with Aquatic Specialties to get the BecSys Remote System installed to remotely monitor chemical levels.

## DECEMBER ATTENDANCE

Below is the attendance for December. We were closed on December 24, 25 and January 1. We also had a half-day on December 31.

	Nov 30- Dec 5	Dec 7-12	Dec 14-19	Dec 21-26 (No 12/24-25)	12/28-1/2 (No 1/1+ 12/31 half day)
Memberships Scans	72	68	67	26	58
Paid/10- Visit Scans	160	200	232	119	151
No Shows	21	22	16	17	11

## KCYAS MEETING

I attended the KCYAS Grant Meeting. Their funding was limited to six scholarships for programming and six for capital facilities. This is due to a 75% loss in funding for 2020, which affects 2021. They are still awaiting funding information for 2021, which will affect 2022. This is significantly lower than previous years.

**Purpose**  
*Support fit & healthy communities by reducing barriers to accessing physical activity*

**Programs**

- Increase priority youth access to & participation in physical activity
- **Priority Youth:** Youth of color, youth qualifying for free/reduced price lunch, immigrant or refugee youth, youth with disabilities, youth living in unincorporated areas of King County
- Youth: up to 24 yrs. old

**Capital Projects**

- Addresses lack of like facility
- Optimizes public use
- Prioritizes facilities in low-income communities
- Pathway for priority youth to access facility

## NORMANDY PARK FEE

On Tuesday, January 5, we received our Normandy Park fee. It will be posted in January 2021.

## RESEARCH

- COVID-19 Vaccinations in Local Government Workplace - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2021/COVID-19-Vaccinations-in-the-Local-Government-Work.aspx>
- Top Trends in Parks and Recreation in 2021 - <https://www.nrpa.org/parks-recreation-magazine/2021/january/top-trends-in-parks-and-recreation-2021/>
- Back to a New Reality: How to Adapt Your Recreation Center to a Post COVID-19 World - <https://www.nrpa.org/parks-recreation-magazine/2021/january/back-to-a-new-reality-how-to-adapt-your-recreation-center-in-a-post-covid-19-era/>

Nearly 30% Workers State They Will Quit If Forced to Come Back to Office (May affect future programming) - <https://www.usatoday.com/story/money/2021/01/05/jobs-home-29-professionals-would-quit-if-forced-go-back-office/4142830001/>

**COVID-19 RE-OPENING POOL SCHEDULE**  
**Monday-Saturday (No Sundays)**  
 December 7th- 19th

Maximum 1 Lap Swimmer (2 Per Household) Per Lane in Deep End, 1 Water Walker Per Lap Lane Line in Shallow End and Maximum of 8 Water Exercise Participants.						
SHALLOW END						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday-NEW
5:30-6:30am	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	
6:45-7:45am	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	
8:00-9:00am	Water Ex.**	High-Risk Water Walk*	Water Ex.**	High-Risk Water Walk*	Water Ex.**	
9:15-10:15am	Silver Water Ex****	Water Ex.**	Silver Water Ex****	Water Ex.**	Silver Water Ex****	
10:30-11:30am	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	11:00am-12:00pm
Noon-1:00pm	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk
1:00-4:00pm	CLEANING	CLEANING	CLEANING	CLEANING	CLEANING	12:15-1:15pm
4:00-5:00pm	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk
5:15-6:15pm	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	
6:30-7:30pm	CLEANING	Water Ex.**	CLEANING	Water Ex.**	CLEANING	
DEEP END						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday-NEW
5:30-6:30am	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	
6:45-7:45am	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	
8:00-9:00am	Lap Swim/Walk***	Lap Swim/Walk***	Lap Swim/Walk***	Lap Swim/Walk***	Lap Swim/Walk***	11:00am-12:00pm
9:15-10:15am	Lap Swim/Walk***	High-Risk Lap Swim/Walk*	Lap Swim/Walk***	High-Risk Lap Swim/Walk*	Lap Swim/Walk***	Lap Swim
10:30-11:30am	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	12:15-1:15pm
Noon-1:00pm	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim
1:00-4:00pm	CLEANING	CLEANING	CLEANING	CLEANING	CLEANING	
4:00-5:00pm	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	
5:15-6:15pm	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	
6:30-7:30pm	CLEANING	Lap Swim/Walk***	CLEANING	Lap Swim/Walk***	CLEANING	

\*High-Risk Swim Times include Water Walking and Lap Swimming for people with a high-risk to COVID-19.

\*\*Water Exercise is limited to the first eight participants. (No Lap Lane Reservations Accepted.)

\*\*\*Water Walking is allowed in Lap Lanes during Water Exercise Classes.

\*\*\*\*Silver Water Exercise - SilverSneakers, Silver and Fit and Other Accepted Health Insurance Plans Cover Attendance. (Call for Details).

Pool times staggered and by appointment only to limit contacts and ensure social distancing.

**ALL POOL USAGE DURING THIS PHASE IS APPOINTMENT ONLY!**

For more information, visit [www.mtrainierpool.com](http://www.mtrainierpool.com) or call us at 206.824.4722.

To make a reservation please call 206.824.4722 or email [lauryne.newman@desmoinespool.org](mailto:lauryne.newman@desmoinespool.org)

## SMAC SWIM TEAM

We are working with SMAC on having them start up swimming soon. They may start as soon as December 20. We are working with them on getting signed waivers. It will be nice to have them back in the pool.

## SILVER WATER EXERCISE CLASSES

As you can see in the December update, we started a Silver (insurance plans) Water Exercise class. The class will be Monday, Wednesday and Friday from 9:15-10:15am. We have enough demand and chose to offer the classes at those times to lessen the impact on classes that are already at or around capacity. I am working with the insurance companies to update our information and contracts to reflect this.

## GUIDELINES

The updated guidelines for lap swimming, water exercise and water walking have been updated on the website and email notification. They include the updated schedule and Silver Water Exercise information.

- [Lap Swim Guidelines \(Updated 12/07/2020\)](#)
- [Water Walking Guidelines \(Updated 12/07/2020\)](#)
- [Water Exercise Guidelines \(Updated 12/07/2020\)](#)

## FINAL LEVY WORKSHEET

I have attached the final levy worksheet from King County. The Assessed Value increased to above \$4.8 billion, which lowers our levy rate to \$.2094/1,000.

## WCIA GRANT

I am finalizing paperwork for reimbursement for the WCIA Grant. We will be reimbursed for half of the cost of the gates for the parking lot. We are still awaiting our permit to be approved before we move forward.

## GUTTER PROJECT

The rear side of the building gutter project was completed over the holiday. It will be nice to not have to worry about it falling off due to poor weather.

## PHASE UPDATE

Below is a link to the website on each county. To move to the next phase, we need to have below 25 cases per 100,000 for newly diagnosed cases over a two-week period. We are not close to that number and it is trending in the other direction.

<https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard>

Potential Lockdown: Also, we should know by next week, if we are headed towards another lockdown. See email link below for news story.

<https://komonews.com/news/coronavirus/will-washington-have-to-endure-another-covid-19-lockdown>

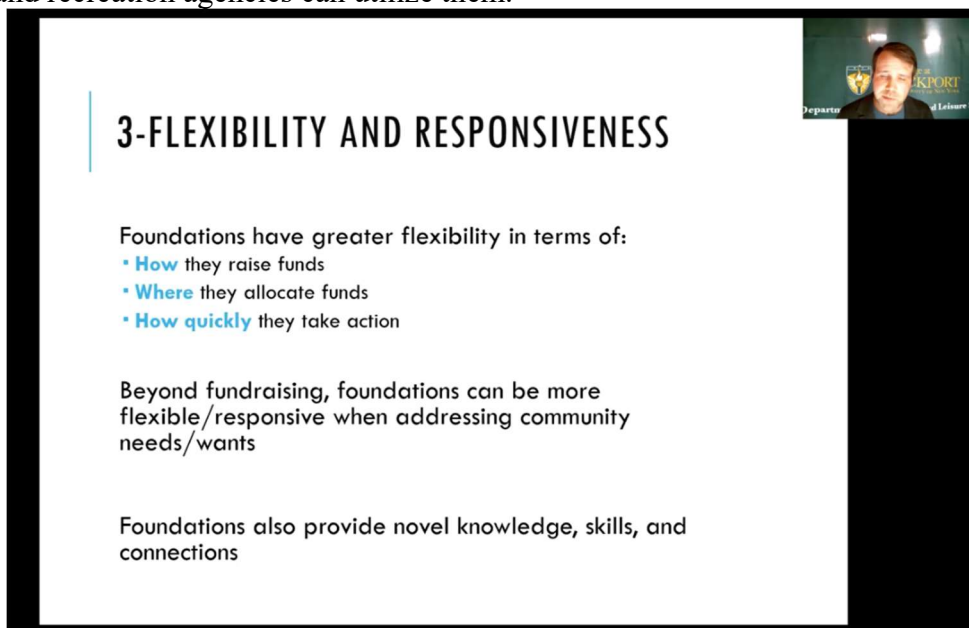
## WASHINGTON APP

We have shared information on the Contact App provided with staff at an in-service meeting today.

- Washington Exposure Notification App - <https://www.seattletimes.com/seattle-news/health/wa-notify-system-goes-live-with-covid-exposure-notifications-for-iphone-users-in-washington-state/>

## WEBINAR

Growing Partnerships-Local Agency/Foundation – The webinar went over NRPA’s study on foundations and how parks and recreation agencies can utilize them.



The image shows a screenshot of a webinar slide. In the top right corner, there is a small video feed of a man speaking. The slide content is as follows:

### 3-FLEXIBILITY AND RESPONSIVENESS

Foundations have greater flexibility in terms of:

- **How** they raise funds
- **Where** they allocate funds
- **How quickly** they take action

Beyond fundraising, foundations can be more flexible/responsive when addressing community needs/wants

Foundations also provide novel knowledge, skills, and connections

**RESEARCH**

- MIT Article on Safety of Using Pools - <https://medical.mit.edu/covid-19-updates/2020/08/indoor-pool>
- Green Lake Community Center Project - <https://www.seattletimes.com/seattle-news/politics/this-is-what-a-120-million-new-community-center-at-seattles-green-lake-could-look-like/>
- Coronavirus Cases Surge in Canada After Their Thanksgiving is a Warning for the US - <https://www.forbes.com/sites/carlieporterfield/2020/11/17/coronavirus-surge-in-canada-after-its-thanksgiving-is-a-warning-for-us/?sh=7e75f7dd6cde>

COVID-19 Vaccines Are Coming: A Brief Update for Managers - [https://icma.org/articles/article/covid-19-vaccines-are-coming-brief-update-managers?\\_zs=ctEei1&\\_zl=8GwG7](https://icma.org/articles/article/covid-19-vaccines-are-coming-brief-update-managers?_zs=ctEei1&_zl=8GwG7)





# Des Moines Pool Metropolitan Park District

December 15, 2020  
7:00 p.m.  
Remote Online

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

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

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

**ADOPTION/MODIFICATIONS OF AGENDA** -- None

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager Deschenes stated he had asked BLRB to supply a detailed billing statement of the balance charges. BLRB indicated they need more time to produce this. This will be on the January 2021 regular meeting agenda.

**PUBLIC COMMENT** – No comments were received, and no one phoned into the meeting.

### CONSENT AGENDA

Commissioner Kasnick moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in November 2020 totaling \$114,208.56. Commissioner Achziger 2<sup>nd</sup>. The motion passed 5-0.

### OLD BUSINESS

#### a. Resolution 2020-08, Acknowledging Racism

Commissioner Achziger would like time to contact key staff members from Highline College and so this item will be addressed in the first quarter of 2021.

#### b. Resolution 2020-15, Capital Reserve Transfer

In 2019, the District allocated \$175K to the Capital Reserve Fund. For 2020, the contribution will represent the estimated balance of Maintenance Services of \$47,500 plus an additional \$75K for a total of \$122,500. This will bring the Capital Reserve Fund total to \$297,500.

With no discussion, Commissioner Kasnick moved to approve Resolution 2020-15 transferring \$122,500 from the General Fund to the Capital Reserve Fund. Commissioner Stender 2<sup>nd</sup>. Passed 5-0.

#### c. Re-opening Update

The DGM reported a schedule change which includes evening hours on Mondays, Wednesdays, and Fridays; and on Saturdays from 11am to 1:15pm. Additionally, Silver Sneakers will now cover specific water exercise classes. The capacity for these classes has been increased to eight individuals per class.

**22015 Marine View Drive South, Suite 2B Des Moines WA 98198**

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 meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 12/15/2020**

SMAC is expected to begin swim team practice as of December 20<sup>th</sup>. Details are included in the DGM's presentation which is on file. SMAC requested more team practice time, however lanes are to capacity currently with public swimmers.

Commissioner Stender asked if there would be an opportunity to open at 7am on Saturdays for swim team practice but due to COVID the staff struggles to cover additional hours at this time.

The potential schedule for 2021 will include socially distant swim lessons that will be similar to current parent/child swim lessons for lower levels, in February. Re-introduction of other programming is on hold. King County has stated we need to be under 5% before moving to phase 3. Currently there is failure on all four metrics and the state could go back into lockdown.

A "no-show" policy was drafted for pool users who are missing more than two appointments. Participants will receive a courtesy call after the first miss, to inform them that upon the second miss, they will be charged a fee. No-shows are at 4% over the last couple of weeks. Non-members will pay ahead to reserve their time.

**d. Levy and Budget Certification Follow-up**

The DGM reported that originally the budget level was at \$4.6 million and it increased to \$4.8 million which lowered the levy rate to \$ .2094. This is the second lowest levy rate for the District and lowest since 2011. No motion is necessary. This is informational only.

**NEW BUSINESS**

**a. Engineer of Record RFQ**

The DGM stated that the AIS says Architect of Record and it should be Engineer of Record to provide analysis, bidding, and project design and management. BLRB did a facility study for us in 2014 and were the only MRSC responder in 2015 when we setup the closure project for 2017-2018. We are going to reanalyze the process of selection this time around. Legal counsel, Brian Snure, stated that we do not need to go through a bidding process. He recommended we can utilize MRSC Rosters, of which we are members, to choose a suitable professional. Vetting has already been done on vendors that are members of the roster.

The Capitals and Contracts Committee will decide on the scope and interview process as well as a list of potential vendors. This would be brought back to the Board for approval.

The District will update Policy #520 – Procurement Policy to reflect the new process.

No motion is necessary at this time.

**b. Highline School District Lease**

The District General Manager provided all copies of leases, amendments, and attachments with HSD to the board in the packet for their review. The lease was originally signed in 2012 and is for 10 years. A new lease must be signed 365 days before the current lease expires in April 2022.

The DGM proposes three options: renew the lease as it is for another 10 years, extend the contract for a short term to get past COVID, or before April 30, 2021, or negotiate a new lease.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 12/15/2020**

The process has been vetted by our legal counsel. The DGM suggests working with the Capitals and Contracts Committee to come back with an option to the board.

The DGM will contact Scott Logan at HSD to begin talks on the lease. We provide HSD lane time at no cost to offset rent on the property.

Board members were asked to review the lease for discussion at a retreat date to be determined in January.

A question was asked about moving the bulkhead to accommodate swim team practice. The DGM stated that the process is cumbersome and will cut into current programming due to the time it takes to move the it. There is also a possibility of damage to the tile.

**c. January 2021 Retreat**

January 5, 2021at 7:00 p.m. was decided upon for the first retreat of the new year. The meeting will be remote due to COVID and the agenda will include the HSD lease, Board officers, Board committees and By-laws; and staffing levels.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 8:21 pm.

**UPCOMING MEETINGS**

- 2021 Meetings TBA

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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

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

\_\_\_\_\_  
Commissioner Kasnick

\_\_\_\_\_  
Linda Ray, District Clerk

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

**22015 Marine View Drive South, Suite 2B Des Moines WA 98198**

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# Special District Voucher Approval Document

**Scheduled Payment Date:** 12/07/2020  
**Total Amount:** \$3,438.95  
**Control Total:** 9  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20201201142053.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u>	<u>12/1/2020</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>12/1/2020</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

**SUBMIT SIGNED DOCUMENT TO:**

King County Accounts Payable  
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 401 5th Avenue, Room 323  
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Email: SpecialDist.AP@kingcounty.gov  
 Fax: (206) 263-3767

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## Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20201201142053.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DATAQUEST, LLC			13539	11/30/2020	\$58.00	BKGROUND CHKS/MRP - NOV 2020
DEPARTMENT OF RETIREMENT SYSTEMS			202011_1DRS	12/01/2020	\$605.50	DEFERRED COMP S DESCHENES - NOV 15
DEPARTMENT OF RETIREMENT SYSTEMS			202011_2DRS	12/01/2020	\$605.50	DEFERRED COMP S DESCHENES - NOV 30
HIGHLINE WATER DISTRICT			20201123HWD	11/23/2020	\$499.44	WATER UTILITY/MRP - 10/20 TO 11/20/2020
MOUNTAIN MIST			3818569	11/27/2020	\$8.80	BREWER RENTAL/MRP - NOV 2020
MOUNTAIN MIST			3818570	11/27/2020	\$8.80	BREWER RENTAL/MRP - DEC 2020
NORTHWEST LANDSCAPING SERVICES			CD50113104	12/01/2020	\$548.91	LANDSCAPE SVC/MRP - DEC 2020
ORCA PACIFIC INC.			44099	11/11/2020	\$429.00	POOL CHEMICALS - SALES ORD 37222
SNURE LAW OFFICE			20201201BS	12/01/2020	\$675.00	PROFESSIONAL SVCS - NOV 2020



# Special District Voucher Approval Document

**Scheduled Payment Date:** 12/11/2020  
**Total Amount:** \$13,941.12  
**Control Total:** 6  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20201207130459.csv  
**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u>	<u>12/7/2020</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>12/7/2020</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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## Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20201207130459.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16690	12/01/2020	\$90.00	DISTRICT JANITORIAL - DEC 2020
AQUATIC SPECIALTY SERVICES			19826	11/19/2020	\$155.00	CONTRACT MAINTENANCE - DEC 2020
CENTRAL WELDING SUPPLY			RN1202411	11/30/2020	\$69.97	750 LB BEVCARB LIQ/MRP
CHINOOK ROOFING & GUTTERS			1315668	12/07/2020	\$13,163.00	CONTRACT GUTTER MAINTENANCE/MRP
JARED WOLD			20201207JW61	12/07/2020	\$316.86	PAYROLL PE 11/25/2020
MIANNA BEHRENS			20201207MB31	12/07/2020	\$146.29	PAYROLL PE 11/25/2020



# Special District Voucher Approval Document

**Scheduled Payment Date:** 12/15/2020  
**Total Amount:** \$3,310.46  
**Control Total:** 7  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20201210160149.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Linda Ray

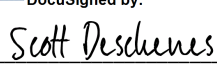
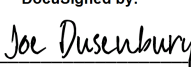
Email Address: linda.ray@desmoinespool.org

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RCW (42.24.080)

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

DocuSigned by:	DocuSigned by:
 2E88845D71304B9 Authorized District Signature	12/10/2020 Date
 5E8DDA9899F2474 Authorized District Signature	12/11/2020 Date
Authorized District Signature	Date
Authorized District Signature	Date

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**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20201210160149.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COMCAST			20201208CB_DMP	12/08/2020	\$454.99	TELEPHONE/INTERNET/DMP - 12/18/2020 TO 1/17/2021
COPIERS NORTHWEST			2232481	12/08/2020	\$52.73	COPIERS OVEAGE CHGS - NOV 2020
GRAINGER			9711345133	12/09/2020	\$88.51	JANITORIAL SUPPLIES/MRP
GRAINGER			9733103866	12/02/2020	\$507.68	JANITORIAL SUPPLIES/MRP
LAURYNNE NEWMAN			20201210LN_Reimb	12/10/2020	\$37.94	POOL CLEANING SUPPLIES/MRP
RECOLOGY			3347868	11/30/2020	\$1,159.61	GARBAGE UTILITY - OCT & NOV 2020
VISION MUNICIPAL SOLUTIONS, LLC			09-8769	12/01/2020	\$1,009.00	ANNUAL SOFTWARE SUPPORT - 2021



# Special District Voucher Approval Document

**Scheduled Payment Date:** 12/29/2020  
**Total Amount:** \$10,752.91  
**Control Total:** 12  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20201221141913.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Linda Ray

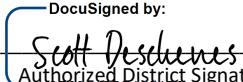
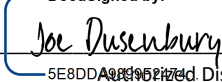
Email Address: linda.ray@desmoinespool.org

**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

DocuSigned by:  Authorized District Signature <small>2E03815D71304B0...</small>	12/21/2020 Date	DocuSigned by:  Authorized District Signature <small>5E8DDA8B0527E...</small>	12/21/2020 Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

**SUBMIT SIGNED DOCUMENT TO:**

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## Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20201221141913.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			19929	12/21/2020	\$210.11	MONTHLY CONTRACT - DEC 2020
CANON FINANCIAL SERVICES, INC.			22257008	12/13/2020	\$62.89	COPIERS LEASE - DEC 2020
CMIT SOLUTIONS EASTSIDE			8811	11/30/2020	\$1,226.00	IT SUPPORT - NOV 2020
COMCAST			20201212CB_MRP	12/12/2020	\$223.67	TELEPHONE/INTERNET - 12/22/2020 TO 1/21/2021
DEPARTMENT OF RETIREMENT SYSTEMS			20201221DOR	12/21/2020	\$605.50	DEFERRED COMP - S DESCHENES
JARED WOLD			20201221JW61	12/21/2020	\$680.50	PAYROLL PE 12/10/2020
JOE DUSENBURY			20201221JD08	12/21/2020	\$209.85	COMMISSIONER SUBSIDY - NOV 2020
MACDONALD-MILLER FACILITY SOLUTIONS			PM103857	10/01/2020	\$4,573.80	HVAC MAINTENANCE 4TH QUARTER - MRP
MIANNA BEHRENS			20201221MB31	12/21/2020	\$156.04	PAYROLL PE 12/10/2020
SHANE YOUNG			20201221SY10	12/21/2020	\$209.85	COMMISSIONER SUBSIDY - NOV 2020
US BANK			20201210USB	12/10/2020	\$1,877.20	BANKCARD STMT - 11/11 TO 12/10/2020
ZEN 22015, LLC			20210101ZEN	12/18/2020	\$717.50	DISTRICT RENT - JAN 2021



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

# ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date Dec 14, 2020

## PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 12/10/2020	170950010			24219		00000	20,452.99
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$20,452.99

DS  
SD

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080  
 I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable and that the payment is just, due and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature  Title  Date   
DocuSigned by: 5E8DDA9899F2474...  
 Print Name  Phone #  Email

## ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Dec 29, 2020

## PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 12/25/2020	170950010			24219		00000	23,233.84
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$23,233.84

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

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

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

Signature  Title  Date   
DocuSigned by:  
  
 Print Name  Phone #  Email

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7 Assigned to: District GM Meeting Date: 1/19/2021

Under: N/A Attachment: No

Subject: Executive Session

:

**Background/Summary** The board go into an Executive Session pursuant to RCW 42.30.110(1)(d) to review negotiations on the performance of a bid contract and RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. Attorney Thomas Burke will be attending.

Fiscal Impact: N/A

### Proposed Motion:

*Language to Call Session:* The board go into Executive Session pursuant to RCW 42.30.110(1)(d) to review negotiations on the performance of a bid contract and RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. The executive session will be for     minutes until                   .

Any direction given by the board will be made in open session and noted in the minutes.

Reviewed by Legal Counsel: Yes X No     Date: 01/12/21

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

Action Taken: Adopted     Rejected     Postponed    

Follow-up Needed: Yes     No     Reporting Back Date:    

### Notes:

No attachments.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: 1/19/2021

Under: Old Business Attachment: Yes

Subject: BLRB Billing and Closeout

**Background/Summary:** The Board of Commissioners will discuss the final billing from BLRB to complete the 2017-2018 project and additional billing for support with caulking defect work. A motion will be developed after discussion of the billing and direction to staff from the board.

Fiscal Impact: Up to \$96,696.85 (\$91,821.85 + \$4,875.00).

**Proposed Motion:** Motion will be determined in board meeting.

Reviewed by Legal Counsel: Yes X No        Date: 01/12/21

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

Action Taken: Adopted        Rejected        Postponed       

Follow-up Needed: Yes        No        Reporting Back Date:       

**Notes:** Attachments:  
- BLRB Billing for Services (Delivered January 12, 2021)  
- Invoice 56057  
- Billing Support Memo for Invoice 56057  
- Invoice 56058  
- Billing Support Memo for Invoice 56058

DES MOINES POOL  
 ATTN: Scott Deschenes  
 22015 Marine View Drive South  
 Suite 2B  
 Des Moines, WA 98198

**Invoice 56057**

Date 12/31/2019

P.O. No.:

**Professional Services through 12/31/2019**

Project: 15.57.114  
 Mt. Rainier Pool A/E Services  
 2017 Improvement Project

	Hours	Rate	Prior Billing	Fee
General Administration (06) - Kathleen Bjorkheim	1.5	65.00		97.50
Construction Administration (05) - Doug DuCharme	35	150.00		5,250.00
General Construction Admin (05.1)	186.5	150.00		27,975.00
Site Visits/Job Meetings (05.2)	120.5	150.00		18,075.00
Design Clarification (05.3)	11.25	150.00		1,687.50
Shop Drawings/Submittals (05.4)	4.25	150.00		637.50
PR/CCD/Change Orders (05.5)	89.25	150.00		13,387.50
Close-Out/Warranty (05.6)	86	150.00		12,900.00
Construction Administration (05) - Tammy Vetch	33.75	65.00		2,193.75
PBS Engineering & Environmental		6,818.60		6,818.60
PCS Structural Solutions		2,799.50		2,799.50

**Total** \$91,821.85

**Payments/Credits** \$0.00

**Balance Due** \$91,821.85

# MEMO

Date: January 11, 2021

To: Scott Deschenes  
General District Manager  
Des Moines Pool Metropolitan Park District

From: Douglas DuCharme, Associate Principal

Subject: **12/31/19 Billing Support Memo (BLRB Invoice #56057)**  
**Mt. Rainier Pool-2017 Improvement Project**

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BLRB Activities included in the Invoice, for services from July 24, 2017 through December 31, 2019 include the following services performed by the following staff:

<u>Mk</u>	<u>Name</u>	<u>Position</u>	<u>Billing Rate</u>
DD	Douglas DuCharme	Assoc. Principal	\$150/hr.
JW	John Wegener	Principal	\$150/hr
KB	Kathleen Bjorkheim	Admin Staff	\$ 65/hr
TV	Tammy Vetsch	Admin Staff	\$ 65/hr

## **5.1 Construction Contract Administration:**

**Summary of Activities:** Principal activities include general contract administration in accordance with contract requirements (AIA Document A201 and Supplementary Conditions). Communications include phone calls and emails with owner representatives, contractor personnel, subcontractors, suppliers and manufacturers on matters related to the project or work done by separate contractors engaged by the owner. Enforce contractor duty to comply with requirements of contract documents.

<u>Ending</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered (DD, unless otherwise indicated)</u>
7/24/17	14.00	\$ 1,887.50	DD 11.50: Set up project filing system; review project requirements with Mike Werlech Construction (MWC); Inspect pool bulkhead at manufacturer's facility (7/21); project site visit (7/25); project site visit/progress meeting (7/28); Project site visit (7/29); Review 7/18 King County Health review letter and prepare response; prepare letter for Owner submittal to King County Health on bulkhead safety features. Coordinate with structural engineer, review field conditions and prepare response to RFI 1 concerning bulkhead temporary access opening. TV 2.50: Admin. support for project mobilization; Set up project filing system; set up documentation used to monitor contractor progress with
7/31/17	9.50	\$ 872.50	DD 3.00: project site visit (7/29) on Saturday to review field conditions with contractor; Attend DMPMPD Board Meeting; visit project site; Prepare sketches for infill of bulkhead access opening in North wall and review 5 options with Owner; Continue response to King County Health Dept to include information on pool tile and finish which is part of the project; Coordinate with hazardous material consultant and prepare response to RFI 2 concerning

			<p>existing pipe insulation (found to be non-asbestos containing);          Coordinate with structural engineer and prepare response to RFI 3 concerning potential post-tensioning of existing floor structure (found not to be post-tensioned thereby avoiding change claim);          Coordinate with structural engineer and prepare response to RFI 4 concerning extent of demolition at mechanical (indicated work could occur around existing wall panel so no need to remove);          Responded to RFI 5 and confirmed original scope requirements still valid;          TV 6.50: Administrative support related to project mobilization and current paperwork needs; discuss contract controls with contractor's project manager</p>
8/7/17	13.50	\$ 1,600.00	<p>DD 8.50 Work with owner's reps to obtain information on owner's previous lighting project and its compliance with code; prepare submittal and respond to King County Health; Respond to RFI 6 concerning retention of existing reinforcing bars and various confirmations of contract requirements; Respond to RFI 7 concerning footing size for pool lift-confirmed contract requirements to size per manufacturer's requirements (3'-6" x 3'-6"); Respond to RFI 8 concerning extent of demolition of cantilever deck at 6 locations for bulkhead anchor sleeves-indicated full width (1'-7") necessary          TV 5.00: Administrative support; review of contract requirements related to submittals, schedule, and other contract administration activities with contractor rep.</p>
8/14/17	7.25	\$ 981.25	<p>DD 6.00: Prepare and deliver task order for construction phase;          Prepare for and attend DMPMPD Board Meeting; Prepare cash flow projection and discuss with owner          TV 1.25: Admin Support-set up spreadsheet, various administrative support tasks</p>
8/21/17	6.50	\$ 720.00	<p>DD 3.50: Prepare for and attend DMPMPD Contracts Committee meeting; visit project site; Prepare cash flow projection and discuss with owner          TV 3.00: General administrative support</p>
8/28/17	5.00	\$ 665.00	<p>DD 4.00: Prepare and process CO 001          TV 1.00: Administrative Support</p>
9/4/17	6.50	\$ 932.50	<p>DD 6.00: Prepare and process CO 002; Review and approved Pay Application No. 1; Respond to RFI 9 concerning concrete strength needed and confirmed project requirements per spec and drawings; Respond to RFI 10 concerning deck levelness at existing lifeguard chair-confirmed contract requirements for work; Respond to RFI 11 concerning existing rebar condition which allowed for deletion of new rebar from scope (credit forthcoming); Respond to RFI 12 concerning foundation for pool lifts-confirmed spec reference to manufacturer's recommendations          TV 0.50: Administrative Support</p>
9/11/17	3.50	\$ 525.00	<p>DD 3.50: Respond to RFI 13 concerning epoxy use at rebars-advised it could be eliminated based on uncovered conditions and identified</p>



			acceptable product meeting spec requirements
9/18/17	6.00	\$ 815.00	DD 5.00: Tracking of contractor progress on authorized change order work; coordination of King County Health inspection, follow-up discussions with contractor on previous site directions given but not yet underway TV 1.00: Administrative Support
9/25/17	0.50	\$ 75.00	Review and approved Pay Application No. 2
10/2/17	1.00	\$ 150.00	Review submittal log and discuss outstanding items with contractor
10/9/17	2.00	\$ 300.00	Prepare cash flow projection and discuss with owner
10/16/17	2.00	\$ 300.00	DMPMPD Capital Projects Committee meeting (10/17)
10/23/17	8.00	\$1,200.00	Project site visit (10/24); Respond to RFI 16 concerning anchorage at skylight and clerestory window
10/30/17	8.00	\$1,200.00	Project site visit (10/31); Review and approved Pay Application No. 3; Investigate site conditions and respond to RFI 17 concerning deteriorating filter room floor structure; discuss scope of work with contractor, engineer, and owner; Respond to RFI 19 concerning relocation of deck anchors due to uncovered existing rebar; Respond to RFI 20 allowing retention of existing internal parts of filters
11/6/17	2.50	\$ 375.00	Project site visit (11/7); Respond to RFI 18 on undocumented sub slab piping-provide controlled density fill with change order to follow.
11/13/17	2.50	\$ 375.00	DD: project site visit/meeting (11/15); Respond to RFI 14 concerning installation methods for anchor bolts at skylight curb (industry standard installation); Respond to RFI 15 concerning weather barrier material to be used at skylight curb
11/20/17	2.50	\$ 375.00	Negotiate scope of changes and final pricing. Prepare and process CO 003
11/27/17	9.50	\$ 1,340.00	3.50 DD: Confer w/colleague on site conditions; Respond to RFI 21 with direction to correct unforeseen conditions hidden in exterior masonry wall and exterior cracking; Respond to RFI 22 concerning acceptable substitution of bronze stanchions at backstroke anchors. 5.00 JW: Project consultation; Review and approved Pay Application No. 4 1.00 TV: Admin support for documents
12/4/17	5.50	\$ 825.00	5.50 JW; Review and approved Pay Application No. 5
12/11/17	8.00	\$ 1,200.00	5.50 DD: Meeting at DMPMPD; project site visit (12/15): Prepare close-out document checklist for use by contractor; Coordinate with structural consultant and respond to RFI 23 concerning alternate methods for wall infill and reconstruction at bulkhead access opening, confirm project requirements for rebar couplers; Respond to RFI 24 concerning brick tie-in pattern at bulkhead access opening 2.50 JW; Project consultation
12/18/17	1.50	\$ 225.00	Project site visit (12/20); Respond to RFI 25 concerning use of alternate coupling needed due to previously hidden condition and location of rebar.
12/25/17	10.25	\$1,537.50	Project site visit (12/27); Project site visit (12/28); Project site visit (12/29); Project site visit (12/29);
1/1/18	6.50	\$ 975.00	Project site visit/progress meeting (1/2); Review and approved Pay

			Application No. 6; respond to RFI 26 and deny claim for additional compensation for cold weather work
1/8/18	8.50	\$ 1,275.00	Punchlist follow-up visit/review with contractor; coordination with King County Health Dept.
1/15/18	3.50	\$ 525.00	Project site visit/meeting (1/15);
1/22/18	7.50	\$ 1,125.00	Project site visit/meeting (1/23); Prepare and process CO 004
1/29/18	7.50	\$ 1,125.00	Project site visit/meeting (1/30); Respond to RFI 27 on contractor refusal to correct improperly installed trench access covers-direction given and work subsequently corrected per Architect direction.
2/5/18	1.00	\$ 150.00	Project site visit/meeting (2/2);
2/26/18	1.25	\$ 187.50	Project site visit (2/26); Prepare cash flow projection and discuss with owner
3/5/18	2.00	\$ 300.00	Prepare and process CO 001
3/12/18	1.00	\$ 150.00	Review and approved Pay Application No. 7
3/19/18	2.00	\$ 300.00	Close-out discussion with King County Health Dept.; Prepare cash flow projection and discuss with owner; Confirmed that our involvement was needed in exterior repair project as resource since beyond our original project scope of work; Discussed proposed exterior repair work with Kelly Tumelson, HSD Project manager; followed up to explain raised sill detail to accommodate future reroofing and insulation increase required by current code;
3/26/18	2.00	\$ 300.00	DD: Assemble and transmit scope design documents, report, shop drawings related to the clerestory wall repair to Kelly Tumelson; Follow-up phone call with Kelly Tumelson; Prepare and process CO 006 and distribute to parties for signature
4/9/18	1.00	\$ 65.00	1.00 TV: Administrative support
4/16/18	2.50	\$ 375.00	DD: Follow-on discussions with exterior repair contractor, pool contractor, and owner representatives
4/23/18	1.50	\$ 225.00	DD: Follow-on discussions with exterior repair contractor, pool contractor, and owner representatives
4/30/18	1.50	\$ 225.00	DD: Update cash flow projection and discuss with owner
5/7/18	3.00	\$ 450.00	Review and approved Pay Application No. 8
5/14/18	3.00	\$ 450.00	Received email from exterior repair contractor requesting our approval of epoxy injection method at clerestories; confirmed his role with Owner; Discussed original design intent and asked questions to evaluate proposed repair method. After conducting research and discussion with structural engineer, came to conclusion method is acceptable; communications with MWC related to
5/28/18	1.50	\$ 225.00	Follow-up discussion with Kelly Tumelson; update owner reps
6/4/18	1.50	\$ 225.00	Follow-up discussion with Kelly Tumelson and Frank Hinck for interior brick selection; discussions with owner reps
6/11/18	0.50	\$ 75.00	Follow-up discussion with Kelly Tumelson; update owner reps
6/25/18	0.50	\$ 75.00	Follow-up discussion with Kelly Tumelson; update owner reps
7/2/18	3.00	\$ 450.00	Site Visit for warranty claim on cracks in finish (7/6)
7/9/18	3.00	\$ 450.00	Site Visit for warranty claim on cracks in finish (7/13)
7/16/18	7.50	\$ 1,125.00	Site Visit for warranty claim on cracks in finish (7/17)

7/23/18	1.00	\$ 150.00	Follow-up communications with contractor and owner representatives
8/29/19	12.00	\$ 865.00	1.00 DD: Review project financial summary with Admin staff 11.00 TV: Review payments made to MWC to resolve discrepancy in numbers provide related to close-out documents; discovered potential overbilling by contractor; prepared spreadsheet for payment summary and noted overage for adjustment on final payment application
<b>Summary</b>	173.50	\$26,025.00	(DD) Doug DuCharme
	13.00	\$ 1,950.00	(JW) John Wegener
	33.75	\$ 2,193.75	(TV) Tammy Vetsch
		<b>\$30,168.75</b>	<b>Total Invoice Amount to DMPMPD</b>

## 5.2 Site/Visits/Job Meetings

**Summary of Activities:** Principal activities include attendance at weekly job site meetings and other unscheduled site visits made necessary by the progress of the construction on site. Includes time for base contract administration and time for additional visits made necessary by uncovered conditions as the work was being performed.

<u>Week of</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered (DD, unless otherwise indicated)</u>
7/31/17	11.00	\$1,650.00	Site visit to observe mobilization procedures of contractor; delivery of signed contract to Mike Werlech Construction (7/31); Project site visit/meeting (8/4); Issue RFI 01 Response deleting work scope at temporary opening for bulkhead; Issue RFI 02 response with test result for potential hazardous material concern; Issue RFI 06 Response concerning existing rebar retention and electrical bonding; follow-up call to MWC about picking up electrical permit, obtaining business licenses from City of Des Moines, filing of intents to Pay Prevailing Wages; review of demolition extents and scope
8/7/17	10.00	\$1,500.00	Issue RFI 03 response on whether main floor contains post-tensioned steel. Issue RFI 04 following discussion on site. Project site visit/meeting (8/8); Project site visit/meeting (8/9); Project site visit/meeting (8/10); Project site visit/meeting (8/11); Coordinate site visit by structural engineer to view conditions in filter room and ADA lift foundations; follow-up discussions as demolition/repair work executed; arranged for PBS to provide contract-required asbestos awareness training outside of contract and at no cost to Owner; discussed urgent need for dust-containing enclosure at pool finish demolition
8/14/17	10.00	\$1,500.00	Issue RFI 04 response on extent of structural work needed at damaged filter room wall; Project site visit/meeting (8/14); Discuss Task Order w/Owner; Issue RFI 05 response on epoxy flooring requirements in men's shower; Issue RFI 07 response concerning size of base for pool ADA lifts; Issue RFI 008 Response concerning extent of demolition at cantilevered deck; discussed results of video survey of underslab piping and options to correct; discuss extended storage of bulkhead which has been manufactured. Requested contractor

			submit required caulk joint detail now that existing joint is uncovered
8/21/17	12.50	\$1,875.00	Project site visit/meeting (8/22); Project site visit/meeting (8/23); Project site visit/meeting (8/24)
8/28/17	8.50	\$1,275.00	Project site visit/meeting (8/29); Issue RFI 09 response on concrete mix strength; Issue RFI 10 response on lifeguard chair base after conferring with Owner reps
9/4/17	7.00	\$1,050.00	Project site visit/meeting (9/4); Project site visit/meeting (9/12);
9/18/17	8.00	\$1,200.00	Project site visit/meeting (9/18); Project site visit/meeting (9/19); Project site visit/meeting (9/20); Project site visit/meeting (9/22);
9/25/17	3.50	\$ 525.00	Project site visit/meeting (9/26); Project site visit/meeting (9/29);
10/2/17	4.50	\$ 675.00	Project site visit/meeting (10/3);
10/9/17	3.50	\$ 525.00	Project site visit/meeting (10/10);
10/16/17	2.50	\$ 375.00	Project site visit/meeting (10/20);
11/6/17	3.50	\$ 525.00	Project site visit on clerestory window condition (11/6)
11/13/17	3.50	\$ 525.00	Project site visit/meeting (11/15); wrote report on conditions; prepared sketches showing remedial work needed.
11/20/17	3.50	\$ 525.00	Project site visit/meeting (11/22);
11/27/17	5.00	\$ 750.00	Project site visit/meeting (11/29);
12/11/17	3.50	\$ 525.00	Project site visit/meeting (12/12);
12/18/17	3.50	\$ 525.00	Project site visit/meeting (12/19); Project site visit (12/20)
12/25/17	3.50	\$ 525.00	Project site visit/meeting (12/19);
1/1/18	3.50	\$ 525.00	Project site visit/meeting (1/2);
1/8/18	3.00	\$ 450.00	Project site visit/meeting (1/9);
12/10/18	7.00	\$1,050.00	Project site visit/finish repair (multiple)
<b>Summary</b>	<b>120.50</b>	<b>\$18,075.00</b>	<b>Total Invoice Amount to DMPMPD</b>

### 5.3 Design Clarifications

**Summary of Activities:** Principal activities include preparing and issuing Architect's Supplemental Instruction (ASI) and other communications needed to confirm the design intent of the contract documents.

<u>Week of</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered (DD, unless otherwise indicated)</u>
7/24/17	1.75	\$ 262.50	Issue ASI 001 for pool tile color selections; Issue ASI 002 for pool bulkhead shop drawing provided by owner's vendor; Issue ASI 005 conveying owner's record drawings; Issued ASI 006 requesting contractor provide loading information per specs; Issue ASI 008 with bulkhead dimensional coordination;
7/31/17	0.75	\$ 112.50	Update ASI 003 with Authorized Owner Personnel names and organizations; Issue ASI 007 authorizing usage of owner's restrooms
8/7/17	0.75	\$ 112.50	Issue ASI 004 with bulkhead anchor detail from manufacturer
8/14/17	0.75	\$ 112.50	Review King County Health requirements with bulkhead manufacturer; confirmed compliance and acceptability as manufactured
8/21/17	0.75	\$ 112.50	Prepare sketch for owner on color tile at main drains
8/28/17	0.50	\$ 75.00	Review quartz aggregate installation requirements with contractor
9/4/17	0.50	\$ 75.00	Review epoxy flooring finish with contractor

10/2/17	1.50	\$ 225.00	Review pool lift installation requirements with contractor; provided roofing report identifying materials-need for tie-in a base of window
11/6/17	2.00	\$ 300.00	Confer with design team and owner on clerestory window conditions and anchorage
11/13/17	2.00	\$ 300.00	Prepare sketches for anchorage of clerestory panels based on structural engineer input due to unforeseen concealed conditions.
<b>Summary</b>	<b>11.25</b>	<b>\$1,687.50</b>	<b>Total Invoice Amount to DMPMPD</b>

#### **5.4 Shop Drawings/Submittals**

**Summary of Activities:** Principal activities include review and approval of contractor-provided submittals required by the terms of the contract documents; communicate with contractor on needs for obtaining approval where submittal package incomplete.

<u>Week of</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered (DD, unless otherwise indicated)</u>
7/31/17	0.50	\$ 75.00	Review and approve Masonry submittal; Review and approve flashing submittals;
8/7/17	1.00	\$ 150.00	Review and approve epoxy flooring submittal;
8/14/17	0.75	\$ 112.50	Review and approve fiberglass panels submittal; selected epoxy flooring color for installation
8/21/17	0.50	\$ 75.00	Review and approve crystalline waterproofing submittal;
8/28/17	0.50	\$ 75.00	Review and approve quartz aggregate submittal;
9/4/17	0.50	\$ 75.00	Review and approve pool tile submittal; approved brick sample for wall infill
10/2/17	0.50	\$ 75.00	Review and approve products per changed work
<b>Summary</b>	<b>4.25</b>	<b>\$637.50</b>	<b>Total Invoice Amount to DMPMPD</b>

#### **5.5 Proposal Requests (PR)/Construction Change Directives (CCD)/Change Orders (CO)**

**Summary of Activities:** Principal activities include identifying scope and need for changes to contract documents to include investigation of conditions at site, review available owner record drawings for relevant information (resolve numerous discrepancies between owner records and actual conditions); define scope of investigative work needed as precursor to more extensive change order work, negotiate, verify and accept proposed pricing by contractor.

<u>Week of</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered (DD, unless otherwise indicated)</u>
7/31/17	4.75	\$ 712.50	At Owner request prepare PR 01 for Lifeguard Chair removal
8/7/17	1.25	\$ 187.50	Due to unforeseen conditions, prepare CCD 01 for to add filter room electrical repairs
8/14/17	1.25	\$ 187.50	At owner request, prepare PR 02 to remove and replace sand filter media
8/21/17	2.00	\$ 300.00	DD 1.25: Due to unforeseen conditions, prepare PR 03 for new surge tank baffle KB 0.75; Prepare CCD 02 to provide suitable substrate for tile placement; Negotiate cost of \$67,866 and 10 day time extension and

			issue Change Order 001 for unforeseen conditions (CCD's 001, 002, 003).
8/28/17	1.25	\$ 187.50	Due to concealed field conditions, prepare CCD 04 for provision of piping locator services
9/4/17	2.25		Due to unforeseen conditions, prepare PR 04 for main drain repair
9/18/17	1.50	\$ 225.00	At Owner's request, prepare PR 10 for additional ceramic tile at pool lift locations
9/25/17	1.25	\$ 187.50	Due to uncovered conditions, prepare PR 09 to extend Contract time; Negotiate cost of \$352,322 and 103 day time extension and issue Change Order 002 for unforeseen conditions and owner requested item (PR's 001, 002, 003, 004).
10/2/17	1.25	\$ 187.50	Due to uncovered condition, prepare PR 11 to add stainless steel corner guards at removed knee wall
10/9/17	1.50	\$ 225.00	Due to uncovered condition, prepare PR 12 to add patching at exposed floor bolts
10/16/17	1.25	\$ 187.50	Prepare PR 13 to credit Owner for unused shoring allowance
11/6/17	2.50	\$ 375.00	Due to unforeseen condition of floor, prepare PR 14 to repair upper filter room floor; Due to unforeseen condition of floor, prepare PR 15 to repair lower filter room floor; Prepare PR 16 to credit owner for retention of existing filter lateral piping; Prepare alternative approaches to modify anchorage details for clerestory windows. Prepare CCD 05 documents for repair at clerestory following Owner direction.
11/13/17	2.00	\$ 187.50	Prepare PR 19 to credit owner for deletion of asbestos abatement originally in contract; Prepare PR 20 to credit owner for contractor re-use of existing rebar; Prepare PR 21 for deletion of existing rebar removal at lift locations;
11/20/17	2.25	\$ 337.50	Due to unforeseen conflict and contractor request, prepare PR 05 for sound panel removal and reinstallation
11/27/17	8.00	\$1,200.00	Due to unforeseen conditions, prepare PR 06 for removal of additional concrete at main drain repair, due to uncovered field conditions, prepare PR 07 to revise deck cantilever removal method, due to uncovered field conditions prepare PR 08 to add deck cantilever repair location; Prepare and issue CCD 03 to add cantilever deck repair; Negotiate cost of \$91,057 and no time extension and issue Change Order 003 for unforeseen conditions and owner requested items (CCD's 004; PR's 07, 08, 09, 10, 11, 12, 14, 15, 16, 17).
12/11/17	3.25	\$ 487.50	At owner request, prepare PR 17 to add pool deck cleaning and densifier
12/18/17	3.25	\$ 487.50	At owner request, prepare PR 18 to credit owner for deletion of clerestory work
12/25/17	2.25	\$ 337.50	Prepare detailed checklist for contractor use in close-out process
1/1/18	11.00	\$1,650.00	Project site visits to perform punchlist (1/4); Project site visits to perform punchlist (1/5); Due to unanticipated conditions encountered, prepare PR 22 to add sewer line repair; Negotiate cost of \$47,473 and 20 day time extension and issue Change Order 004 for

			unforeseen conditions at building sanitary sewer line (PR 018).
2/5/18	9.25	\$1,387.50	Follow-up discussions with owner and contractor on completion of punchlist items; work with regulatory agencies to close-out project (City of Des Moines building and electrical permit, King County Health
2/12/18	6.00	\$ 900.00	Start negotiation of potential Change Order items of added cost for unforeseen conditions and owner-requested work. Review contract requirements and advise contractor of need to provide significant credits for work not performed.
2/19/18	3.25	\$ 487.50	Continued negotiations on Change Order 005; Requested credit for clerestory work not performed
2/26/18	1.50	\$ 225.00	Coordinate with consultants on credit scope items for which Owner is due money (unused shoring allowance and masonry wall infill, unneeded asbestos abatement)
3/5/18	0.75	\$ 112.50	Communicate with contractor's rep and reviewed list of outstanding change items
3/12/18	0.75	\$ 112.50	Follow-on discussion with contractor and owner reps
3/19/18	4.00	\$ 600.00	Review scope of proposed changes to be incorporated into future change orders. Review requested backup documentation from contractor on pricing.
3/26/18	2.25	\$ 337.50	Negotiate proposed cost of \$18,439 and no time extension and start to prepare Change Order 005 for unforeseen conditions, Owner-requested items, and credits (COP's 210, 211, 212, 222, 223, 224, 229, 231, 233, 237, 238, 239, 240, 241, 242).
4/2/18	2.00	\$ 300.00	Finalize and issue Change Order 005 for signatures
4/9/18	2.25	\$ 337.50	Discuss scope and amounts with contractor prior to his signing change order document
4/16/18	2.25	\$ 337.50	Follow-on discussion with contract and owner reps related to changes
4/23/18	1.75	\$ 262.50	Prepare list of outstanding potential change order items to be incorporated into future final change order. Confirmed with contractor no further items to be additional charges. Reminded contractor of credit due for King County Health inspections fees which were to be paid by pool subcontractor.
Summary	89.25	\$13,387.50	(DD) Doug DuCharme
	0.50	\$ 48.75	(KB) Kathleen Bjorkheim
	<b>89.25</b>	<b>\$13,436.25</b>	<b>Total Invoice Amount to DMPMPD</b>

### **5.0 General Admin/5.6 Close-Out/Warranty**

**Summary of Activities:** Principal activities include administering contract and close-out of pool repair contract; coordination and communications with Highline School District Building Repair Contractor referred to BLRB.

<u>Week of</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered (DD, unless otherwise indicated)</u>
5/21/18	2.00	\$ 300.00	Was contacted by HSD building repair team per DMPMPD request to serve as resource; Discussed technical requirements of exterior repair contractor proposal to inject epoxy into cracked brick at the

			clerestory windows; evaluated and indicated acceptability; provided documentation on original design intent and repair sketches; provided report.
6/4/18	1.00	\$ 150.00	Discussed brick selection with exterior repair contractor; owner communications; coordination with Lacey Glass who is to install the clerestory windows; issued approval for epoxy injection for repair of masonry wall at clerestories; confirmed brick color selection
8/13/18	1.00	\$ 150.00	Miscellaneous project close-out; communications with repair contractor and owner reps; discussed optional methods for repair
8/20/18	1.50	\$ 225.00	Miscellaneous project close-out; communications with repair contractor and owner reps; prepared and reviewed payment summary for final payment for MWC
8/27/18	4.50	\$ 675.00	Miscellaneous project close-out; communications with building repair contractor; site visit; coordination with structural engineer
9/3/18	1.00	\$ 150.00	Coordinate flashing installation with exterior repair contractor and owner reps
9/10/18	0.50	\$ 75.00	Project close-out
9/17/18	1.00	\$ 150.00	Discuss schedule for pool finish repair
9/24/18	1.00	\$ 150.00	Discussed scheduling warranty meeting with MWC for pool finish crack repair
9/30/18	1.50	\$ 225.00	Prepare information per owner request on options to replace pegboard acoustical panel; discuss with owner
10/1/18	0.50	\$ 75.00	Discussed close-out process for exterior repair project; received verbal update from owner on exterior repair completion
10/8/18	3.50	\$ 525.00	Evaluated two options for acoustical pegboard replacement and emailed info to owner. Reviewed exterior repair punchlist and close-out process. Discussed contract remedies for pool finish repair work with owner reps; discussed performance and payment bonds as possible remedy
10/22/18	0.50	\$ 75.00	Discussed close-out schedule for the exterior repair contract with owner reps; reviewed substantial completion checklist
10/29/18	1.00	\$ 150.00	Communications to owner and contractor concerning timing of exterior repair work and schedule for pool finish crack repair; Heads up call to MWC
11/5/18	0.50	\$ 75.00	Confirmed exterior repair project is completed; Discussed availability of interior for pool finish repair work; discussed timing of pool draining; Discussed contract options for pool finish repair, emails. Discussed pool finish repair with contractor and need for timely notice
11/12/18	2.00	\$ 300.00	Discussed owner preference to have finish repair work considered as nonconforming work, not warranty work. Discussed pool draining logistics and prepared emails to contractor; Owner reps confirm advance notice of drainage necessary; Conferred with DMPMPD legal counsel.
11/19/18	2.50	\$ 375.00	Discussed pool draining logistics and prepared emails to contractor; reviewed strategy with legal counsel; advised contractor via phone and email. Discussed O&M needs for pool filling to follow repair



11/26/18	1.50	\$ 225.00	Phone calls and correspondence to arrange draining of pool and contractor repair; communication with owner's reps and confirm contractor direction to go ahead and drain pool; Review manufacturer's pool finish technical services requirements for draining pool and contract requirements (Kelly),
12/3/18	8.75	\$1,312.50	Project site visits to view pool finish crack repair work (12/4, 12/5, 12/7); Advised by contractor that repairs satisfactorily completed. Discussed owner concerns over contractor organizations and communications related to repair; follow-up call to MWC
12/10/18	4.00	\$ 600.00	Various close-out tasks and follow-up phone calls; site visit to document pool floor condition; discussions with pool manager on filling pool
12/17/18	7.50	\$1,125.00	Project site visit to observe plaster repair (12/19); DMPMPD Capital Projects Committee (12/19); Discussed approach used to obtain contractor repair of pool finish cracks with owner representatives; followed up on owner request for more information on pool finish repair, sharp tile edges, and bonding agent used during; Notified contractor and requested their followup response.
12/24/18	2.50	\$ 375.00	Phone calls and correspondence to related to draining of pool and contractor repair; pool surge trench drain pipe installation
12/31/18	7.00	\$1,050.00	Discuss and correspond with contractor re: piping install at pool surge trench
1/7/19	3.00	\$ 450.00	Review of surge trench piping installation and reported leaking by owner's rep; Discussed contractor statement that cracks were inevitable due to patches in concrete tank with Owner; Reviewed close-out requirements with King County Health and obtained pump information
1/14/19	1.00	\$ 150.00	Discussions with contractor on pipe trench installation. Manage close-out process; owner proposed opening date of 1/14/19; Scott D. advised owner had consulted legal counsel on remedies for cracks in pool finish and will not pursue further; reviewed due diligence measures taken and contractor direction on the pool draining
1/21/19	1.00	\$ 150.00	Obtain on-site date needed for Health Dept. close-out
1/28/19	1.00	\$ 150.00	Completed Pool Data Form for King County Health
2/28/19	1.00	\$ 150.00	Submitted Pool Data Form for King County Health (emailed and hand delivery)
3/4/19	0.50	\$ 75.00	Discussed close-out documents needed for public works contract in WA; Owner requested assistance with completion and submittal of documents; Negotiate credit of \$2,625 and issue Change Order 006 for acceptance of work at pool surge trench and reimbursement for fees paid by owner to King County Health
3/11/19	1.00	\$ 150.00	Compile financial information for Notice of Completion of Public Works Contract; discuss with Contractor reps
3/18/19	1.00	\$ 150.00	Compile subcontractor information for Notice of Completion of Public Works Contract; discuss with Contractor reps
3/25/19	2.50	\$ 375.00	Prepare Draft Notice of Completion of Public Works Contract; review and discuss with owner reps; Discuss warranty provisions with Scott

			D and provided summary of warranties
4/1/19	2.00	\$ 300.00	Prepare Final Notice of Completion of Public Works Contract; review and discuss with agency and owner reps
4/8/19	1.00	\$ 150.00	Prepare Contract close-out Forms for submittal to state agencies; review and discuss with agency and owner reps
4/22/19	2.00	\$ 300.00	Follow-up inquiries with King County Health; Project close-out
4/29/19	0.25	\$ 37.50	Project close-out
5/6/19	1.00	\$ 150.00	Reviewed and approved Pay Application No. 9
5/20/19	2.00	\$ 236.25	DD 1.25: Discussion with King County Health, State of Washington Agencies; followup w/MWC on the state close-out forms to resolve discrepancies KB 0.75: Administrative support (correspondence)
5/27/19	2.00	\$300.00	Follow-up status inquiries with Employment Security Division, Labor and Industries, and Department of Revenue, Public Works Section
6/3/19	0.25	\$ 37.50	Follow-up status inquiries with Employment Security Division, Labor and Industries, and Department of Revenue, Public Works Section
6/10/19	0.50	\$ 75.00	Follow-on communications with owner representatives
7/1/19	0.50	\$ 75.00	Discuss status of state close-out form with Scott D.
7/15/19	0.25	\$ 37.50	Follow-on communications with agency and owner representatives
7/29/19	0.25	\$ 37.50	Follow-on communications with agency and owner representatives
8/12/19	6.25	\$ 937.50	Review current work status and confirm with Owner authorization to take action on final payment application; Review and approved Pay Application No. 10; summarized close-out steps for pool contract (change order, pay app, certificate of substantial completion)
8/26/19	2.00	\$ 300.00	Assess financial impact of potential withholding of contractor pay due to caulk joint failure; advise owner of likely retention amount; contractor discussion on final payment; discuss caulk failure extent with Pool manager
9/9/19	5.50	\$ 825.00	Prepare for and attend DMPMPD Capital Projects Committee re: caulk failure; visited project site; discuss project close-out with Scott D. and Dominic and estimated costs to repair caulk joint; discussed withholding final payment as leverage to get caulk repair with owner reps; Phone conversations with MWC to get caulk repair done.
9/23/19	0.75	\$ 112.50	Follow-on communications with owner representatives re: caulk failure and withholding of payment; Researched files and prepared demand letter and sent via certified letter and email to MWC.
10/5/19	1.75	\$ 262.50	Discussion with caulk manufacturer's rep on reasons for caulk failure
10/12/19	5.50	\$ 825.00	Compiled timeline of issues related to contractor performance; requested caulk manufacturer; received request to estimate useful life remaining with pool building
10/19/19	9.50	\$1,237.50	Followed up on demand letter to MWC requesting correction of nonconforming work; commenced end-of life summary for pool building
10/26/19	3.00	\$ 450.00	Follow-on discussions with contractor and owner representatives relative to caulk failure
11/4/19	4.00	\$ 600.00	Research into project records relative to contractor performance requirements; update to owner representatives; prepared end of life

			assessment for MRP
11/11/19	0.75	\$ 112.50	Review contract requirements relative to warranty work
11/18/19	0.25	\$ 37.50	Follow-on discussions with contractor and owner representatives
11/25/19	1.00	\$ 150.00	Review contract requirements relative to warranty work; discussed legal counsel's recommendations with Scott D; discussed plan to have caulk repair work done with other forces
12/9/19	0.25	\$37.50	Follow-on discussions with contractor and owner representatives; again suggested to Mike Werlech that he take on the caulk repair
	121.00	\$18,150.00	(DD) Doug DuCharme
	.50	\$ 48.75	(KB) Kathleen Bjorkheim
<b>Summary</b>	<b>121.50</b>	<b>\$18,198.75</b>	<b>Total Invoice Amount to DMPMPD</b>

**PCS Structural Solutions Billing:** PCS was engaged to assist with site investigation, design, and construction administration for the project. Billing explanation is for services not otherwise previously billed. Project engineer assigned was Gary Beckner, with a billing rate of \$140/hr.

<u>Period</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered</u>
5/2017		\$ 130.00	Balance remaining on previous design work (was unbilled)
7/2017	4.50	\$ 630.00	Consultation with architect and contractor representatives during kick-off and demolition phases of construction project
8/2017	1.25	\$ 175.00	Consultation with architect during construction phase
9/2017	11.00	\$1,540.00	Site visits and consultation related to pool lift foundation, deteriorated cantilever deck, failing filter room floor and wall repair observation
12/2017	0.50	\$ 70.00	Consultation with architect on reinforcing at infill wall opening
	Total	\$2,545.00	PCS Fee
		\$ 245.50	BLRB Markup (10%)
		<b>\$2,799.50</b>	<b>Invoiced Amount to DMPMPD</b>

**PBS Environmental:** PBS was engaged to assist with hazardous material investigation and testing, dust containment temporary structure, design and specifications, testing, and construction contract administration for the project. Billing explanation is for services not otherwise previously billed. Project engineer assigned was Mark Hiley, with a billing rate of \$130/hr.

<u>Period</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered</u>
7/2017	16.00	\$2,080.00	Attend pre-construction conference, project meetings, and review project requirements with contractor to relative to hazardous materials, suspect hazardous materials, and dust containment requirements
7/2017	1.00	\$ 65.00	Admin. Support (report, transmittal, correspondence)
7/2017		\$ 44.94	Mileage Reimbursement for site visits (7/3 and 7/28)
8/2017	17.00	\$2,210.00	Site visits at key points, sampling of suspect materials for asbestos content
8/2017	1.50	\$ 97.50	Admin. Support (report, transmittal, correspondence)
8/2017		\$ 880.00	Laboratory Analysis (2 samples)
8/2017		\$ 67.41	Mileage Reimbursement for site visits (8/4, 8/11, 8/15)
11/2017	2.00	\$260.00	Project manager abatement oversight and hazardous material consultation
11/2017		\$ 80.00	Laboratory Analysis (2 samples-PLM Asbestos Analysis)

11/2017		\$42.66	Courier service
1/2018	1.00	\$130.00	Project manager abatement oversight and hazardous material consultation; post construction site check
1/2018	1.75	\$ 113.75	Admin. Support (report, transmittal, correspondence)
1/2018		\$ 105.00	Laboratory Analysis (3 samples-PLM Asbestos Analysis)
1/2018		<u>\$ 22.47</u>	Mileage Reimbursement for site visit (10/27)
	Total	\$6,198.73	PBS Fee
		\$ 619.87	BLRB Markup (10%)
		<b>\$6,818.60</b>	<b>Invoiced Amount to DMPMPD</b>

INVOICE SUMMARY BY PHASE	
PHASE	AMOUNT
BLRB Phase 5.1 Contract Administration	\$ 30,168.75
BLRB Phase 5.2 Site Visits/Job Meetings	\$ 18,075.00
BLRB Phase 5.3 Design Clarifications	\$ 1,687.50
BLRB Phase 5.4 Shop Drawings/Submittals	\$ 637.50
BLRB Phase 5.5 Change Order Items	\$ 13,436.25
BLRB Phase 5.0/5.6 General/Close-Out/Warranty	<u>\$ 18,198.75</u>
<b>BLRB Subtotal</b>	<b>\$ 82,203.75</b>
BLRB Subconsultant: PCS Structural Solutions	\$ 2,799.50
BLRB Subconsultant: PBS Environmental	<u>\$ 6,818.60</u>
<b>BLRB Subconsultant Subtotal</b>	<b>\$ 9,618.10</b>
<b>TOTAL</b>	<b>\$ 91,821.85 (Invoice #56057)</b>



DES MOINES POOL  
 ATTN: Scott Deschenes  
 22015 Marine View Drive South  
 Suite 2B  
 Des Moines, WA 98198

# Invoice 56058

Date 11/17/2020  
 P.O. No.:

**Professional Services through 11/17/2020**

Project: 15.57.114  
 Mt. Rainier Pool A/E Services  
 2017 Improvement Project

	Qty	Rate	Fee
Phase 05: General Contract Admin - DuCharme	23.5	150.00	3,525.00
Phase 05.2 Site Visits (4)	8.5	150.00	1,275.00
Phase 05.4 Submittal Review	0.5	150.00	75.00

**Total \$4,875.00**

**Payments/Credits \$0.00**

**Balance Due \$4,875.00**

# MEMO

Date: January 11, 2021

To: Scott Deschenes  
General District Manager  
Des Moines Pool Metropolitan Park District

From: Douglas DuCharme, Associate Principal

Subject: **12/31/19 Billing Support Memo (BLRB Invoice #56058)**  
**Mt. Rainier Pool-2017 Improvement Project**

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BLRB Activities included in the Invoice, for services performed during 2020 to assist the DMPMPD include services performed by the following staff:

<u>Mk</u>	<u>Name</u>	<u>Position</u>	<u>Billing Rate</u>
DD	Douglas DuCharme	Assoc. Principal	\$150/hr.

**The following summary is for BLRB's services provided during 2020:** Services were performed in response to owner requests for assistance relative to caulk repair which had not yet been completed.

<u>Week of</u>	<u>Hours</u>	<u>Fee</u>	<u>Services Rendered (DD, unless otherwise indicated)</u>
1/20	.75	\$ 0.00	No Charge-Variou Owner communications related to project; discussed condition of pool finish cracking as being the same; estimated cost of caulk repair would be in the range of \$10-15,000 which could be deducted from money held from MWC; discussed possible mediation as means to resolve dispute
2/7/20	1.00	\$ 150.00	Responded to owner request to research project records related to caulk failure and repair and prepare summary
2/14/20	8.00	\$1,200.00	Research project records related to caulk failure and repair per owner request (correspondence, submittals, contract requirements)
2/21/20	9.75	\$1,462.50	Write summary of project record research for potential mediation on caulk repair
6/20	.50	\$ 0.00	No Charge-Communications w/Owner related to potential mediators
7/20		\$ 0.00	No Charge-Variou Owner communications on caulking repair methods, warranty, manufacturer's recommendations for repair
8/7/20	.50	\$ 0.00	No Charge-Variou communications with owner related to warranty
8/14/20	2.00	\$ 300.00	Consult with caulk manufacturer technical rep on repair methods; discussion with Owner on potential repair methods and repair contractors
8/21/20	1.00	\$150.00	Follow-on discussion with owner reps; initial contact with Mike Werlech Construction on offer to repair caulk at their expense
8/28/20	1.00	\$150.00	Define repair scope and prepare for discussion with Mike Werlech Construction; Discuss proposed repair procedures with Mike Werlech
9/4/20	3.00	\$ 450.00	Meet on site with Owner representatives, Mike Werlech Construction and proposed repair subcontractor (Leewans)
9/11/20	1.25	\$187.50	Discuss proposed approach to caulk repair with owner reps; confirm

			proposed repair method and schedule with Mike Werlech
9/18/20	5.50	\$ 825.00	Visit project site three (3) times: prior to start of caulk repair, during caulk repair work, at completion of repair work; follow-on calls with Owner reps concerning pool finish integrity after filling of pool
10/20	.50	\$ 0.00	No Charge-Project Close-out
11/20	.50	\$ 0.00	No Charge-Project Close-out
12/20	<b>32.50</b>	<b>\$4,875.00</b>	<b>Unbilled time since previous billing-Final BLRB Bill</b>

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: January 19, 2021

Under: Old Business Attachment: Yes

Subject: Election of Board Officers

### Background/Summary:

At the Board Retreat on January 5, 2021, the Board of Commissioners voted Shane Young, President and Joe Dusenbury, Clerk of the Board. Both motions are recorded in the minutes of that meeting. Both positions were elected unanimously.

Per RCW 35.61.120(1) and District Policy and Procedure 220-3.1.5, the Des Moines Pool Metropolitan Park District (District) will hold elections for its President of the Board and Clerk of the Board for 2020.

The President of the Board will preside at each Board Meeting and ensure the meeting is conducted in accordance to the published agenda. The President may sign on behalf of the Board any contract, resolutions and other instruments that were approved by the Board. In the President's absence, the Clerk of the Board will preside at the Board Meeting.

Clerk of the Board, presides at Board Meetings in the President's absence. Approves vouchers for payment, oversees compliance with public records disclosures.

For more information on the President of the Board and Clerk of the Board roles and responsibilities, please see attached District Bylaws.

Fiscal Impact: N/A

### Proposed Motion:

I move to approve Resolution 2021-01, Appointing Officers.

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

**Three Touch Rule:** N/A **Committee Review**  
1/5/21 **First Board Meeting (Informational)**  
1/19/21 **Second Board Meeting (Action)**

**Action Taken:** Adopted Rejected Postponed

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

### Notes:

See attached Resolution 2021-01, Appointing Officers.



**DES MOINES POOL METROPOLITAN PARK DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 2021-01**

**APPOINTING OFFICERS**

**WHEREAS**, RCW 35.61.10 requires the Board of Commissioners to annually elect a President and Clerk of the Board of Commissioners.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT hereby appoints:

Shane Young as President of the Board to serve until a successor is appointed in January 2021.

Joe Dusenbury as Clerk of the Board to serve until a successor is appointed in January 2021.

**Adoption:** ADOPTED by the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 19th day of January, 2021, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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



**DES MOINES POOL METROPOLITAN PARK DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 2021-02**

**AUDITING OFFICER DELEGATION**

**APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING  
THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO  
BOARD OF COMMISSIONERS APPROVAL**

**WHEREAS**, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for making all District Policy and delegating all persons responsible for carrying out such Policy and;

**WHEREAS**, The monthly payment of the District's vouchers often requires the issuance and approval of the vouchers prior to The Board of Commissioner's regular monthly meetings insure timely processing by King County and;

**WHEREAS**, Under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting and;

**WHEREAS**, The District Board has determined that a more frequent payment schedule is in the District's best interests by taking early payment discounts, avoiding late payment fees, adhering to vendors invoicing schedules and building relationships with vendors and;

**WHEREAS**, The schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting and still pay the underlying invoices in a prompt and timely manner and;

**WHEREAS**, RCW 42.24.180 authorizes a procedure where the existing problem could be resolved;

**NOW THEREFORE, BE IT RESOLVED**, to accomplish the purposes expressed above and to comply with RCW 42.24.180, it is resolved by the BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1 The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to any claims against the District under \$50,000.00 that the District Financial Officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers".

2 The District General Manager, President of the Board Shane Young, Clerk of the Board Joe Dusenbury, and Commissioner \_\_\_\_\_ are designated as Auditing Officers and, as such, are further designated as officers to sign qualifying vouchers.

3 Each Commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.

4 In preparation of the qualifying vouchers, the District shall follow the District's Administrative Directive on Purchasing Limits and its Administrative Directive on Voucher Processing.

5 The District Clerk shall prepare the voucher schedule and the District General Manager shall audit and sign the qualifying vouchers. In the absence the District General Manager, President of the Board Shane Young, Clerk of the Board Joe Dusenbury, and Commissioner \_\_\_\_\_ may sign the qualifying vouchers. The District Clerk shall submit the preapproved vouchers to King County.

6 The District Clerk shall submit to the Board, at its regular monthly meeting, a full and complete report of all claims paid on vouchers approved and signed pursuant to this resolution.

7 In any event that a warrant is issued on an erroneous voucher, the District Clerk and the District General Manager shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other actions as may be directed by the Board of Commissioners.

**Adoption:** ADOPTED by the BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on the 19th day of January 2021, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District G.M. Meeting Date: January 19, 2021

Under: Old Business Attachment: Yes

Subject: Board Committees and WCIA Representative

### Background/Summary:

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

### COMMITTEES

The use of committees may provide advantages, such as providing an in-depth examination of issues or a communication channel between elected officials and the community, bringing a broad range of ideas and expertise to public decision-making, assisting in the resolution of conflicts, and providing training for new leaders.

The District currently has three committees:

- Capital and Contracts
- Finance
- Public Outreach

The District will vote for these committees for 2021.

### WCIA REPRESENTATIVE

The board also has a Washington Cities Insurance Association (WCIA) representative that will represent the District in voting matters, attend the District's Compact Meeting with WCIA and will need to attend one annual meeting per year. Meetings are held in January and November. The current WCIA Representative is Commissioner Kasnick.

Fiscal Impact: N/A

### Proposed Motion:

- I move to nominate \_\_\_\_\_ and \_\_\_\_\_  
to the Capital and Contracts Committee.

- I move to nominate \_\_\_\_\_ and \_\_\_\_\_  
to the Finance Committee.

- I move to nominate \_\_\_\_\_ and \_\_\_\_\_  
to the Public Outreach Committee.

- I move to nominate \_\_\_\_\_ as our WCIA Representative.



**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**RESOLUTION NO. 2021-03**

**BOARD COMMITTEES AND WCIA REPRESENTATIVE**

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

**WHEREAS**, at the January 19<sup>th</sup> Regular Board Meeting, the Board President took nominations for the following committees: Capital and Contracts, Finance, and Public Outreach Committees; and

**WHEREAS**, the District is responsible to have an elected official serve as a representative to the Washington Cities Insurance Agency (WCIA) per WCIA’s Bylaws; and

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

- **Capital and Contracts Committee:** Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_
- **Finance Committee:** Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_
- **Public Outreach:** Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_
- **WCIA Representative:** Commissioner \_\_\_\_\_

**Adoption.** ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 19th day of January 2021 the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

**2021 Committees**  
**DES MOINES POOL METROPOLITAN PARK DISTRICT**  
**January 19, 2021**

**2020**

Committee	Board Members	
Capital and Contracts	Achziger	Dusenbury
Finance	Dusenbury	Young
Public Outreach	Achziger	Young

WCIA Representative	Kasnick
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**2021 (To Be Elected)**

Committee	Board Members	
Capital and Contracts		
Finance		
Public Outreach		

WCIA Representative	
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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e Assigned to: District GM Meeting Date: 1/19/2021

Under: Old Business Attachment: Yes

Subject: COVID-19 Operations Report

**Background/Summary:** The District has elected to keep the pool open with limited services during the COVID-19 Pandemic. Programs are being added back when the District has a clear path to offering these services in a manner that is safe and consistent with state and federal guidelines.

Also, there are still a lot of variables including the current increase in COVID-19 cases during flu season. According to CNN, there were over 20,000 deaths due to the illness reported across the country over the first week of 2021.

Any information presented here is only estimates. District staff will always err on safety when determining what programs to reintroduce. Staff will keep monitoring state and federal guidelines, best practices and the news.

On January 5, 2021, the Governor announced his "Road to Recovery" program and updated information for Indoor Recreation. We were notified the next day that Water Recreation Facilities would receive separate direction from the State Department of Health.

On January 6, 2021, the Washington Interscholastic Association (WIAA) announced their high school seasons. On January 7, we were notified that the North Puget Sound League (NPSL) may not be following the directives and would have a meeting on January 11.

At the time of this packet being created, we are still awaiting on updates on both items. During the time, we have been directed by the State DOH to continue operations as we currently are performing them.

If there is any new information, it will be presented at the board meeting and the attached report will be updated.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Informational only.

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

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

Action Taken: Adopted  Rejected  Postponed

Follow-up Needed: Yes  No  Reporting Back Date:

Notes: Attachments:- COVID-19 Operations Update Presentation



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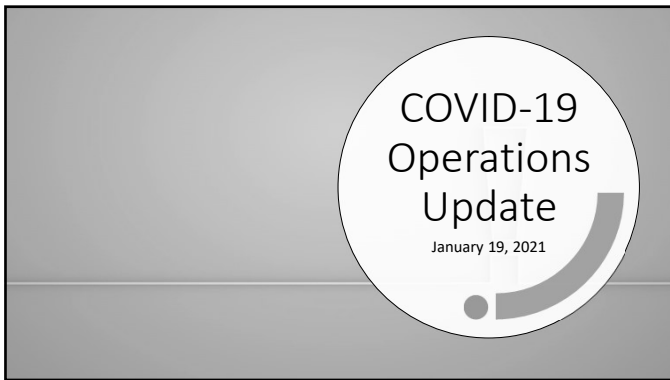
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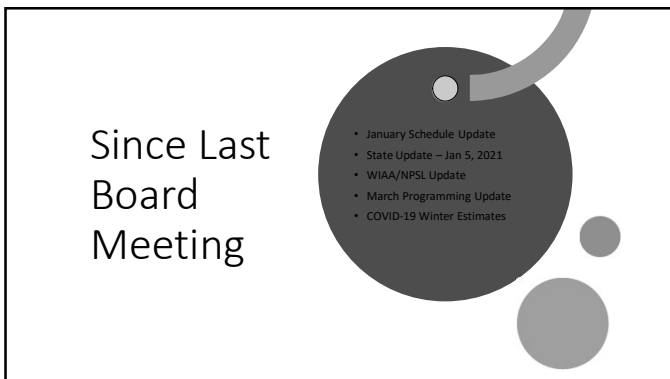
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**January Schedule Update**

- SMAC Practices Started
  - Monday, Wednesday, Friday and Saturday
  - Tuesday and Thursday kept separate for public swim and hold for swim lessons
  - Saturday – both have separate times
- Started "No Show" Policy
- In addition to previously added programming

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**Jan 5 State Updates**

- Jan. 5<sup>th</sup> – Inslee announced Health Washington – Road to Recovery
- Jan. 6<sup>th</sup> – Sports updates came out
- Jan. 7<sup>th</sup> – Notified W.R.F. not included and further guidance would come out
- Jan 11<sup>th</sup> – State put out confusing information
- Jan 12<sup>th</sup> – Notified by State DOH to continue old direction until new update come from them.
- Jan 13<sup>th</sup> – Evening update from Washington State DOH through WRPA Aquatics Group

Legend: East, South Central, North Central, West, Southwest, West, North, Puget Sound

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**DOH Update (01/13/2021)**

- Kept current operations plan
- Will not change between new "Road to Recovery" phases 1 and 2
- State did not move forward after first review
- Still awaiting directions on phases 3 and 4

*"Firstly, please understand that WRF is given a special place in the COVID prevention effort that is separate and independent from Governor's Office provisions for sporting activities and fitness facilities. In other words, you do not need to look at any other guidance document besides WRF guidance to understand what the requirements are for WRF..." – State DOH Program Manager*

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**Healthy Washington - Roadmap to Recovery**

Activities	Phase 1	Phase 2
<b>Social and at Home Gathering Size — Indoor</b>	Max of 10 people from outside your household, but 4 households	Max of 25 people from outside your household, but 4 households
<b>Social and at Home Gathering Size — Outdoor</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Workshop Services</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Small Events</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Professional Services</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Restaurants</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Eating and Drinking Establishments</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Weddings and Funerals</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Indoor Recreation and Fitness Establishments</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Senior Centers and Fitness Establishments</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households
<b>Indoor Entertainment Establishments</b>	Max of 25 people from outside your household, but 4 households	Max of 50 people from outside your household, but 4 households

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## WIAA/MRHS Update

**WIAA:**


- Girls Swim and Dive Season February 1-March 20
- All other seasons determined at WIAA January 19 Board Meeting.
- See NPSL info below.

**NPSL:**

- Not following first season (memo from HSD AD).
- Waiting for information from HSD.
- Do not know if there will be championships and how they will administer season.

**MRHS:**

- Contracted Schedule: 2:30-5:30pm.
- Dive team includes Highline and Evergreen participants (Cannot be there before 4pm)
- Other usage will work around schedule.



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and Enjoy the Pool During

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cdc.gov

### Social Distant Swim Lessons

- First Set of 2021 Lessons dependent on new DOH Guidelines.
- Resident Early Registration: February 16<sup>th</sup>
- Non-Resident Registration: February 18<sup>th</sup>
- First Day Of Lessons: March 2<sup>nd</sup>
- End of Lessons: March 25<sup>th</sup>

*Will adjust future classes based on information gathered through lessons and future guidelines.*

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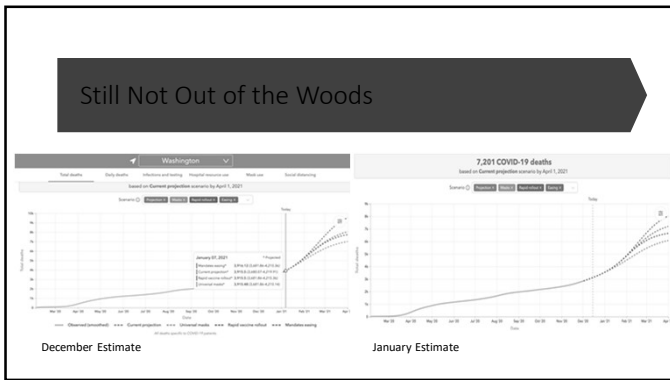
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### Questions

January 19, 2021

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# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f Assigned to: District GM Meeting Date: January 19, 2021

Under: Old Business

Attachment: No

**Subject:** School District Lease Amendment

### Background/Summary:

The School District lease requires us to extend the contract 365 days before the end of the lease.

The lease is set to expire on April 30, 2022. This requires an extension to be set by April 30, 2021.

After discussion at the January 5, 2021 Board Retreat. The board came to consensus that with COVID-19 effecting both organizations, it would be best at this time to propose a one-year extension until the pandemic has passed and both organizations can fully negotiate a long-term agreement that best meets the needs of both organizations and the long-term effects of swimming in the community.

**Fiscal Impact:** To be determined.

**Proposed Motion:** No motion necessary. Motion made at January 5, 2021 meeting.

Reviewed by District Legal Counsel: Yes  No  Date: Various

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review (WCIA Audit)</b>
	<u>01/05/2021</u>	<b>First Board Meeting (Informational)</b>
	<u>01/19/2021</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:** Adopted Rejected Postponed

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

### Notes:

A One-Year Lease Extension of Mount Rainier Pool will be distributed prior to the meeting.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8g      **Assigned to:** District GM      **Meeting Date:** 01/19/2021

**Under:** Old Business      **Attachment:** No

**Subject:** Board Training Reschedule

**Background/Summary:** It has been a couple of years since Brian Snure led the board through an OPMA/PRA Training, It would include board fiduciary duties and roles and responsibilities.

Brian offers this training for government organizations representing fire districts, water districts and other special purpose districts.

I would suggest that we schedule this for the board and the District GM to keep up with changes and ensure best practices.

UPDATE: Brian Snure has a conflict on February 9. I will give more information at the meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** *To Be Determined by Decision.*

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>01/05/21</u>	<b>First Board Meeting (Informational)</b>
	<u>N/A</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**  
No attachments.