



Des Moines Pool Metropolitan Park District

February 16, 2021

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 967-620-253. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

AGENDA

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

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

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

4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

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

Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, February 16th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.

7:15 6. **CONSENT AGENDA**

a. **EXPENDITURE/REVENUE SUMMARY**

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

Board Committees

District General Manager Administration Report

c. **ADOPTION OF MINUTES**

January 5, 2021, Retreat Meeting

January 19, 2021, Regular Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$29,449.75 was received in the month of January 2021

f. **VOUCHER APPROVAL**

\$52,457.89 was processed in January 2021 for warrant requests

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

\$47,744.39 was processed in January 2021 for payroll

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's 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

- 7:30 a. BLRB Billing and Closeout
- 7:40 b. Aquatics Manager Q4 Report
- 7:50 c. Social Distance Swim Lessons
- 8:00 d. HSD Lease Discussion
- 8:10 e. Engineer of Record Update
- 8:30 f. Equity Resolution

9. NEW BUSINESS -- None

- 8:40 a. 2020 End of Year Financial Report
- 8:50 b. WCIA Risk Audit

UPCOMING MEETINGS

- March 2, 2021, OPMA/PRA Training, Remote Logon TBA
- March 16, 2021, Regular Meeting, Location TBD

ADJOURNMENT

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

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** February 16, 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 January 2021: Total **\$100,202.04**

Admin Expenditures = \$48,508.62 Ops Expenditures = \$51,693.42 Capital Expenditures = \$0.00

Revenue January 2021: Total **\$8,021.18**

Property Taxes & Interest = \$3,571.43 Misc Revenue = \$0.00 MRP Revenue = \$4,449.75

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- January 5, 2021, Retreat Meeting Minutes
- January 19, 2021, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$52,457.89** were approved for payment

- \$1,3420.80 was processed on January 5, 2021
- \$3,391.38 was processed on January 20, 2021
- \$30,936.30 was processed on January 27, 2021
- \$4,709.41 was processed on January 12, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$47,744.39** were processed for payment

- \$24,151.05 approved for payroll on January 6, 2021
- \$23,593.34 was approved for payroll on January 22, 2021

A total of **\$100,202.28** was processed in January 2021 under the oversight of the Clerk of the Board.

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

Fiscal Impact: Detailed above

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in January 2021 totaling **\$100,202.28**.

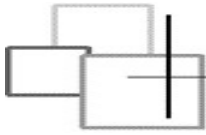
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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

Action Taken: Adopted Rejected Postponed

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

Notes:

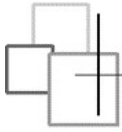


2021 JANUARY EXPENDITURES

Category/ Acct #	Reference	Jan 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$524.59	\$524.59	\$12,800.00	12,275.41	4%
001-000-000-576-20-10-01	District Manager - Wage	\$6,120.63	\$6,120.63	\$98,365.00	92,244.37	6%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,771.69	\$1,771.69	\$28,119.00	26,347.31	6%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,416.97	\$4,416.97	\$74,876.88	70,459.91	6%
001-000-000-576-21-25-02	Aquatic Coordinator	\$4,511.84	\$4,511.84	\$57,500.00	52,988.16	8%
001-000-000-576-21-25-04	Assistant Aquatic Coordinator	\$0.00	\$0.00	\$47,500.00	47,500.00	0%
001-000-000-576-21-30-01	Lifeguards	\$17,221.40	\$17,221.40	\$197,600.00	180,378.60	9%
001-000-000-576-21-30-02	Instructors	\$314.86	\$314.86	\$41,600.00	41,285.14	1%
001-000-000-576-21-32-02	Head Lifeguards	\$2,373.51	\$2,373.51	\$35,092.51	32,719.00	7%
001-000-000-576-20-21-19	Payroll Taxes	\$6,052.55	\$6,052.55	\$175,760.00	169,707.45	3%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,257.98	1,257.98	0%
001-000-000-576-21-33-00	Sick Pay	\$157.17	\$157.17	\$13,461.13	13,303.96	1%
	Total Salaries & Wages	\$43,465.21	\$43,308.04	\$785,492.50	\$742,027.29	6%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$6,040.97	\$6,040.97	\$44,518.70	38,477.73	14%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$2,000.00	1,865.00	7%
	Total Personal Benefits	\$6,175.97	\$6,175.97	\$46,518.70	\$40,342.73	13%
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$26.61	\$26.61	\$2,500.00	2,473.39	1%
001-000-000-576-21-35-04	Office Equipment (non-capitalized-SAA)		\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$16.49	\$16.49	\$4,000.00	3,983.51	0%
	Total Office Supplies	\$43.10	\$43.10	\$8,500.00	8,456.90	1%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$0.00	\$3,120.00	3,120.00	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$0.00	\$5,200.00	5,200.00	0%
	Total Maintenance & Repair Supplies	\$0.00	\$0.00	\$8,320.00	8,320.00	0%
Pool Supplies						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-35-01	Pool Chemicals	\$346.97	\$346.97	\$25,000.00	24,653.03	1%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
	Total Pool Supplies	\$346.97	\$346.97	\$30,800.00	30,453.03	1%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-35-16	Suit Spinners (ER&R)	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-21-35-17	BecSys Remote System	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-18	Pulsar System	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$17,100.00	17,100.00	0%
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$0.00	\$0.00	\$14,000.00	14,000.00	0%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$0.00	\$7,700.00	7,700.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,294.75	\$1,294.75	\$22,500.00	21,205.25	6%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$166.76	\$166.76	\$5,250.00	5,083.24	3%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$5,445.00	5,445.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$46.50	\$46.50	\$1,500.00	1,453.50	3%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$5,824.88	\$5,824.88	\$7,700.00	1,875.12	76%
001-000-000-576-21-42-09	Timekeeping (SubitUp)	\$2,400.00	\$2,400.00	\$3,000.00	600.00	80%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$17.60	\$17.60	\$2,000.00	1,982.40	1%
	Total Prof Services-Front Offc	\$7,332.89	\$7,332.89	\$79,095.00	66,762.11	9%

Category/ Acct #	Reference	Jan 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$90.00	\$1,500.00	1,410.00	6%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,432.00	3,432.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$549.41	\$549.41	\$7,069.92	6,520.51	8%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,782.74	\$4,782.74	\$20,924.30	16,141.56	23%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$170.51	\$170.51	\$3,120.00	2,949.49	5%
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$4,092.00	4,092.00	0%
	Total Prof Services-Maintenance	\$5,592.66	\$0.00	\$46,138.22	36,453.56	12%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$0.00	\$0.00	\$150,000.00	150,000.00	0%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	Total Repairs & Maintenance	\$0.00	\$0.00	\$152,000.00	\$152,000.00	0%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$209.00	\$209.00	\$4,000.00	3,791.00	5%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$415.56	\$415.56	\$7,500.00	7,084.44	6%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$0.00	\$0.00	\$750.00	750.00	0%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.00	\$33.00	\$520.00	487.00	6%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$59.00	\$873.60	814.60	7%
	Total Communications	\$716.56	\$716.56	\$17,643.60	16,927.04	4%
Training & Travel						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,040.00	1,040.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$0.00	\$2,600.00	2,600.00	0%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,120.00	3,120.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-43-05	Swim Lessson Licensing (Amer Red Cross)	\$240.00	\$240.00	\$1,560.00	1,320.00	15%
001-000-000-576-21-43-07	Management Staff Training	\$35.00	\$35.00	\$4,000.00	3,965.00	1%
	Total Training & Travel	\$275.00	\$275.00	\$15,880.00	15,605.00	2%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$1,491.75	\$1,491.75	\$16,000.00	14,508.25	9%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,284.80	4,284.80	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,356.64	2,356.64	0%
001-000-000-576-21-41-04	Ad Design	\$25.00	\$25.00	\$500.00	475.00	5%
	Total Advertising	\$1,516.75	\$1,516.75	\$23,141.44	21,624.69	7%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$0.00	\$13,000.00	13,000.00	0%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$275.00	\$3,600.00	3,325.00	8%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$2,600.00	2,600.00	0%
	Total Rentals & Leases	\$275.00	\$275.00	\$19,200.00	18,925.00	1%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$6,905.40	\$6,905.40	\$78,000.00	71,094.60	9%
001-000-000-576-21-47-02	Water (Highline)	\$511.29	\$511.29	\$9,360.00	8,848.71	5%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-47-04	Sewer (Midway)	\$829.40	\$829.40	\$4,092.00	3,262.60	20%
	Total Utilities	\$8,246.09	\$8,246.09	\$96,452.00	88,205.91	9%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$22,843.59	\$22,843.59	\$15,000.00	(7,843.59)	152%
	Total Insurance	\$22,843.59	\$22,843.59	\$15,000.00	(7,843.59)	152%
Miscellaneous						
001-000-000-576-20-40-20	Scholarships	\$0.00	\$0.00	\$500.00	500.00	0%
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	\$13.13	\$13.13	\$1,040.00	1,026.87	1%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$875.00	\$875.00	\$4,000.00	3,125.00	22%
001-000-000-576-20-51-50	Background checks	\$0.00	\$0.00	\$1,820.00	1,820.00	0%
	Total Miscellaneous	\$888.13	\$888.13	\$9,420.00	8,031.87	9%

Category/ Acct #	Reference	Jan 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
	Total Intergov Services	\$0.00	\$0.00	\$8,000.00	8,000.00	0%
COVID-19						
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$0.00		0.00	0%
001-000-000-576-20-43-00	Training/Conferences	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$3.10	\$3.10		(3.10)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$9.87	\$9.87		(9.87)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$0.00	\$0.00		0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$53.55	\$53.55		(53.55)	0%
	Total COVID-19	\$66.52	\$66.52	\$0.00	(66.52)	0%
Capital						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$25,000.00	25,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$102,000.00	\$102,000.00	
	TOTAL ADMINISTRATION	\$48,508.62	\$48,508.62	\$521,977.74	473,469.12	9%
	TOTAL OPERATIONS	\$51,693.42	\$51,693.42	\$375,955.22	324,261.80	14%
	TOTAL CAPITAL	\$0.00	\$0.00	\$102,000.00	102,000.00	0%
		\$100,202.04	\$100,202.04	\$999,932.96	\$899,730.92	23.04%



2021 JANUARY REVENUE

Account #	Reference	Jan 2021	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$3,571.43	\$3,571.43	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$0.00	\$0.00	\$0.00
	Total General Fund	\$3,571.43	\$3,571.43	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$871.00	\$871.00	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,578.75	\$3,578.75	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$4,449.75	\$4,449.75	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$245,000.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$245,000.00	\$175,000.00	\$175,000.00
	Grand Total Revenue	\$8,021.18	\$253,021.18	\$200,000.00	-\$53,021.18

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Wednesday, January 13, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: January 15, 2021 to January 29, 2021 District General Manager Report

Week Ending January 15, 2020

BOARD MEETING

Just a reminder that our next board meeting is Tuesday, January 19 at 7pm. Linda sent out the board meeting agenda packet on Thursday. We will have an Executive Session to start the meeting.

Also, we are still awaiting an update from HSD on the NPSL season that may be updated in the report. I also received the HSD Lease Extension from legal, which is pretty straightforward. It is attached.

Below is the login information.

Board (Virtual) Meeting - January 19 - Starts at 7pm
 Tue, Jan 19, 2021 7:00 PM - 9:00 PM (PST)

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

<https://global.gotomeeting.com/join/510312693>

You can also dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

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

Access Code: 510-312-693

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

<https://global.gotomeeting.com/install/510312693>

Note-If we have people attend and need to go into Executive, I will send the link for that meeting, that night.

OPMA UPDATE

We are still awaiting an update on extension of public meetings being remote. Currently, it is extended until at least January 19, which is the night of our board meeting. In the old plan, remote meetings were to continue until at least Phase 3. We should have an update before sending out information for our February board meetings.

ROAD TO RECOVERY PLAN

MRSC put out this detailed blog on their site about how the Road to Recovery affects local government. This includes the report that they produce for phase updates.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2021/Washington-State-s-New-Re-Opening-Plan.aspx>

STATE DOH WATER RECREATION FACILITIES UPDATED DATA

We got an update on late Wednesday from the state on updates. The updates for us mean that things have not changed. The current course will not change through Phases 1 and 2. From a zoom meeting I was on with a representative from the governor's office, it sounds like there are a lot of variables to be addressed before they announce phases 3 and 4. These phases will probably be announced right before our region, the Puget Sound, will be able to move forward.

HSD LEASE

We reached out to the school district and they tentatively agree on the pursuit of a one-year extension. Brian is working on the extension and I hope to have a copy to show you at the meeting on January 19th.

I also saw on my news alerts that the City of Enumclaw and School district just signed an agreement for the future of their Forward Thrust Pool.

- News Story - <https://www.courierherald.com/news/city-enumclaw-school-district-sign-long-term-pool-lease/>
- Agreement (See page 250)- <https://cityofenumclaw.net/AgendaCenter/ViewFile/Agenda/12142020-1328?packet=true>

KC ELECTIONS

Linda received and completed the jurisdictional survey. This is an annual report created by King County elections that confirms the elected officials, terms of service and salary.

MEETINGS

I logged into the WRPA Directors and WCIA Bi-annual Meeting this week.

- WCIA Meeting: The WCIA meeting is changing the way, we can utilize reimbursements. It is complex, so call me if you have questions.
- WRPA Directors: Jon Snyder from the Governor's office talked about Coronavirus Road to Recovery Plan, there was discussions about the legislative lobbying. Also, if you have questions, please call me.
- Staff Meetings: We had a couple of meetings with staff including regulation updates, fine-tuning our "no-show" policies, swim lesson planning and other operational issues.

WEBINARS

If you are interested in either of these webinars, please let me know.

- Ethical Considerations for Local Government and Staff (MRSC) – 1/21/21, 11:00am-Noon (<http://mrsc.org/Home/Training/Upcoming-Webinars/Ethical-Considerations-for-Local-Government-and-St.aspx>)
- Building a Well-Defined Organizational Culture (NRPA-Free) – 2/11, 11am-Noon ([https://learning.nrpa.org/products/building-a-well-defined-organizational-culture#tab-product tab overview](https://learning.nrpa.org/products/building-a-well-defined-organizational-culture#tab-product%20tab%20overview))

MAINTENANCE

We have pushed the EZ-Connect and AHU Controls to February. We hope to have them completed by the end of the month.

RESEARCH

- Disaster Zone: COVID-19 After Action Reports - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2021/Disaster-Zone-COVID-After-Action-Reports.aspx>
- Federal Way Community Center Reopens January 18 - <https://www.federalwaymirror.com/news/federal-way-community-center-to-reopen-jan-18/>
- Looking Ahead to Federal Opportunities in 2021- <https://www.nrpa.org/parks-recreation-magazine/2021/january/looking-ahead-to-the-federal-opportunities-in-2021/>
- The Partnership Imperative... - <https://www.nrpa.org/parks-recreation-magazine/2021/january/the-partnership-imperative-differentiating-the-provision-and-the-production-decisions/>

Week Ending January 22, 2021

BOARD MEETING WRAPUP

- OPMA/PRA Training – We are confirmed for 5pm on Tuesday, March 2nd. We will put more information out as we get closer to the meeting. You should have received a meeting invite from Linda on Wednesday, January 20th.
- HSD Lease Extension – The lease extension has been signed by HSD. We should have it signed and completed by early next week.
- Swim Lesson Video – Our Aquatics Coordinator is going to contact Commissioner Stender on the video idea he had.
- Engineer of Record – We are having a Capital and Contracts meeting on Wednesday, January 27 at 1pm. We will also discuss billing at this meeting.
- Resolutions – You should each received DocuSigns for resolutions 2021-01, 2021-02 and 2021-03 soon. Please sign these as soon as possible, so we can get them posted on the website.
- COVID-19 Variants – It was mentioned in the meeting about variants of the COVID-19 disease. Here is an article from the BBC supporting this. <https://www.bbc.com/news/health-55768627>

OPMA UPDATE

Instead of sending out extensions monthly that have deadlines that are usually updated at the last minute, the governor's office.

(From Legal) Proclamation 20-28.15 (copy attached) was issued on January 19 and extended the virtual meeting requirements *"until the termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded."* Accordingly, for the first time we do not have a definite end date and the rules that have been in effect since December 8 will remain in effect for the foreseeable future.

This information has been updated on the Governance page.

WRPA AQUATICS GROUP

Lauryne attended the WRPA Aquatics Group on Friday, January 22...

Big topic was vaccines and whether Lifeguards are considered "first responders" and if they should be a part of this first round. Some guards have gone in and not had any issues, but Jun said it is a grey area and they haven't said yes or no as to if we should be sending our guards in.

It looks like the consensus is most likely this summer will be “phase 2” and that is what we should be planning our programming around. I don’t know where the information came from, but the guy who talked about it seemed pretty sure of himself.

Lessons were discussed, it seems like they are going okay. Everyone who has instructors in the water said they prefer to teach outside but it is going okay. The face shields with fabric fog up pretty bad but work. I will include a link to the shields Mark recommends, these have lasted their staff a few months now.

[Unified Full Face Protection Shield - Faceshield-USA.com \(faceshields-usa.com\)](https://faceshields-usa.com)

Fogging issue: Baby wash with water mixed in a spray bottle.

Most high school teams have been pushed to May. Management seems to be a bit concerned with not having pool space for regular summer programming with high school’s in the water.

WCIA GRANT

You might hear that the WCIA Grant is out. Just a reminder that we are not eligible this year, as we received the grant in 2020. Organizations awarded grants cannot apply the next calendar year. The grant covers the parking lot gates that we should have installed in the first quarter of 2021.

FALLEN TREE

We have reached out to see if HSD will remove a fallen tree from the back lot. HSD said they will take care of it. I will update you when it is complete.



W2's

Linda will be sending out your W-2's next week. I will put more information in next week's report.

WEBINAR

- Ethical Consideration for Local Government and Staff – This webinar went over potential ethics issues for board and staff and discussed how to set up a Local Ethics Code. It also discussed the process that would move forward on ethics complaints under these processes.

GOVERNANCE PAGE UPDATES

Commissioners – Please check out your profile on the Governance page and let me know if there is anything you would like to have changed. I have updated your committees and I can update your picture or contact information, if requested. Below is a link to the governance page.

RESEARCH

- Aquatics Best Practices During COVID-19 (CampusRec) - <https://campusrecmag.com/aquatics-best-practices-ga/>
- Using Robert's Rules to Alter a Prior Action (MRSC) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2021/Using-Robert-s-Rules-to-Alter-a-Prior-Action.aspx>
- WIAA Votes on Seasons 2 and 3 (Note-NPSL may not follow) - <https://www.wiaa.com/News.aspx?ID=1759&Mon=1&Yr=2021>
- Camas Forms Equity Group - <https://www.camaspostrecord.com/news/2020/dec/31/camas-forms-equity-group/>
- Businesses and Hospitals Offering Bonuses for Hesitant Employees to Get Vaccinations - <https://abcnews.go.com/Business/hospitals-businesses-offering-incentives-hesitant-covid-19-vaccines/story?id=75209689>

Week Ending January 29, 2021

PHASE 2

Governor Inslee had a press conference on Thursday, January 28 that announced King County would be moving to Phase 2. From previous communications through WRPA Aquatics Group, the State Department of Health's Water Recreation Facilities Division has previously notified us that nothing was estimated to change between Phases 1 and 2. We will keep an eye on communications to ensure this is still the case.

Also, just a reminder that there is no information yet for Phase 3. We will share this information when it is available.

From WRPA Email:

A slide showing the differences in allowed activities in Phase 1 and Phase 2 can be found [here](#). The recovery metrics and current data are available [here](#). You may watch the press conference online [here](#).

CAPITAL AND CONTRACTS MEETING

The Capital and Contracts Committee met on Wednesday, January 27. We went over the Engineer of Record Process, Billing Information, HSD Lease, WCIA Compact and other maintenance projects. The committee has elected to add discussions on the HSD Lease to the February 16th agenda.

ENGINEER OF RECORD

I am sending out letters to the top three firms on Monday to start to schedule meetings.

W-2's

Linda mailed out the W-2's on Tuesday. You should each be receiving one in the next week. If you do not receive your W-2 by next Friday, February 5, please email Linda at linda.ray@desmoinespool.org.

INSURANCE MEMBERSHIPS

We are working with CivicRec on an issue with the insurance memberships. It is taking longer than expected to work with their customer service team.

MRHS SWIM TEAMS

The North Puget Sound League is starting its season on March 8. They will have a season with virtual meets. The Girls season will be up first with the Boys season on April 8. Dominic will be meeting with the MRHS AD next week, so we will give you more information as it comes. There will be more information shared at our February 16 board meeting.

RESEARCH

- Washington State's Reopening Plan (MRSC Blog) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2021/Washington-State-s-Re-Opening-Plan-Extension-of-E.aspx>
- FWPS Rethinks In-Person Learning - <https://www.federalwaymirror.com/news/fwps-rethinks-approach-of-in-person-learning-for-elementary-students/>
- High School Swim Teams Adapt to Compete During COVID-19 - <https://www.wicz.com/story/43177042/high-school-swim-teams-adapt-to-compete-during-covid19>

Brazilian Teen Died from COVID-19 Complications After Being Cleared to Compete (in swimming) - <https://swimswam.com/brazilian-teen-died-from-covid-19-complications-after-being-cleared-competing/>



Des Moines Pool Metropolitan Park District

January 5, 2021

7:00 p.m.

Remote Online

MINUTES RETREAT MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

The Board approved adoption of the agenda as written.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager Deschenes announced that the District received a check from Normandy Park for annual usage of the Mt. Rainier Pool.

PUBLIC COMMENT

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

BUSINESS

a. Board of Commissioners Elections

President Young called for nominations for the positions of Board President and Clerk of the Board.

Commissioner Kasnick nominated President Young to serve as President of the Board for another term. Commissioner Dusenbury 2nd the nomination. Passed 5-0.

Commissioner Kasnick nominated Commissioner Dusenbury to serve as Clerk of the Board for another term. Commissioner Stender 2nd the nomination. Passed 5-0.

These positions will be formalized by Resolution at the January Regular Meeting on 1/19/2021.

b. Board Committees

The Board presently has three committees: Capital and Contracts, Finance, and Public Outreach. Two commissioners serve on each committee. Additionally, one commissioner serves as representative to WCIA.

President Young encouraged the Board members to think about their personal preference for participation. Discussions will continue at the Regular Board Meeting on January 19th.

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

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 01/05/2021**

c. OPMA/PRA Training

District General Manager Deschenes has spoken to Brian Snure, legal counsel, about giving a presentation to the Board regarding OPMA/PRA Training, legal issues, and processes with regard to serving on the Board of Commissioners and respective Board meetings. This training is required every four years.

February 9th was decided on for a 3-hour training session to start at 5:00 p.m. The DGM will contact legal counsel to confirm availability.

d. 2021 Meeting Schedule

DGM Deschenes presented the 2021 Business Calendar and material/handout production schedule. Board meetings will continue to be held at 7:00 p.m.

e. Highline School District Lease

DGM Deschenes met with the Capital & Contract Committee last week regarding the upcoming renewal of the lease with Highline School District. The District General Manager suggests that the District pursue the option to extend the lease for a year which will give the Board time to decide on a direction for the Mt. Rainer Pool.

Commissioner Stender stated that he is a member of the Capitals Advisory Committee at Highline. Their present focus is on core processes since the COVID outbreak and subsequent closures. He advises extension until a solid direction is decided upon and discussions can be had with HSD.

With no further discussion, Commissioner Dusenbury moved that the Board authorize our DGM to work with HSD to affect a one year extension of the current lease. Commissioner Kasnick 2nd the motion. Passed 5-0.

f. Engineer of Record Process

DGM Deschenes met with the Capital & Contract Committee to review four companies chosen from a list of 30 from MRSC Rosters that meet the qualifications of Engineer of Record for the Mt. Rainier Pool. The companies for discussion are ARC Architects,, BCRR Architects, iNOVA Architects (formerly ORB) and Stemper Architects.

When a selection is made, the District will pay them hourly as needed by terms set by MRSC up to \$175 billable hours. The contract will be controlled by MRSC.

Commissioner Achziger moved to direct the DGM to narrow the selection to two companies and further research each company. Commissioner Kasnick 2nd. Passed 5-0.

g. Management Analysis

At the December Regular Meeting, the Board asked DGM Deschenes to produce a spreadsheet of budgeted pay rates for the management staff with job descriptions for each staff member. The DGM noted that most of the job descriptions were produced before the District assumed management of Mt. Rainier Pool.

The salary's presented for 2021 are based on if a 4% increase is granted to management staff. It has been two years since the last increase.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 01/05/2021**

Commissioner Achziger produced a comparison between 2021 budgeted salary numbers from the Tukwila Pool and Mt. Rainier Pool. The comparison is on file. He noted there is an overall difference totaling \$23K between the salary budget figures between the two organizations. Commissioner Achziger's concern is that Mt. Rainier Pool is paying more for management staff than Tukwila.

President Young noted some discrepancies in the figures presented by Commissioner Achziger. Specifically, the position of Mt. Rainier Pool Assistant Coordinator which was budgeted for in 2021 at an annual cost of \$47.5K. The hiring of this position has not been approved by the Board. The Tukwila also employs three assistant managers which only two were included in the spreadsheet.

As a result of these corrections, Tukwila's budget shows that they are budgeting more than the District in 2021 for management staffing.

President Young reminded that Board that the District has not yet experienced a full year of operation without closure and thus cannot evaluate the cost of operations to the full extent.

The Board would like to focus on increasing swim lessons in 2021 if COVID guidelines will allow. The DGM will ask the MRP staff to include usage numbers on current programming for the February 16th Regular Board meeting when the Aquatic Manager and Coordinator will present their 2020 4th Quarter Report.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:58 pm.

UPCOMING MEETINGS

- January 19, 2021, Regular Meeting, 7:00 p.m., Location TBD

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

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Des Moines Pool Metropolitan Park District

January 19, 2021

7:00 p.m.

Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

The agenda was adopted unanimously as presented.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

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

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in December 2020 totaling \$75,130.27. Commissioner Dusenbury 2nd. The motion passed 4-0.

EXECUTIVE SESSION

An Executive Session was called at 7:04 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 lasted for 28 minutes.

The Regular Board Meeting reconvened at 7:32 p.m.

OLD BUSINESS

a. BLRB Billing and Closeout

District General Manager Deschenes asked to reschedule this agenda item to the February regular meeting. He is in process of using MRSC Rosters an RFP to interview new Engineer of Record firms.

b. Resolution 2021-01, Board Officers

At the retreat held on January 5th, the current President of the Board, Shane Young was re-elected as President for 2021, and the acting Clerk of the Board, Commissioner Joe Dusenbury, was elected to serve as Clerk for 2021.

Commissioner Achziger moved to approve Resolution 2021-01, Appointing Officers; Commissioner Stender 2nd. With no discussion, the motion passed 4-0.

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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 – 01/19/2021**

c. Resolution 2021-02, Auditing Officers

Resolution 2021-02 was introduced for the purpose of authorizing the issuance of warrants and electronic transactions. The Clerk of the Board and Board President act as signatories for most transactions with a third Board member acting as a backup officer.

Commissioner Dusenbury moved to approve Resolution 2021-03, Auditing Officers; Commissioner Achziger 2nd with Commissioner Stender as a backup signatory if the President and Clerk of the Board are unavailable. With no discussion, the motion passed 4-0.

d. Resolution 2021-03, Committees and WCIA Representative

The following Board members volunteered for committees:

Public Outreach = Commissioners Stender and Achziger

Capitals & Contracts = Commissioners Achziger and Dusenbury

Finance = Commissioners Young and Dusenbury

Commissioner Kasnick was re-elected to serve as representative to the WCIA.

Commissioner Dusenbury moved to approve Resolution 2021-03, Committees and WCIA Representative; Commissioner Achziger 2nd. With no discussion, the motion passed 4-0.

e. COVID-19 Operations Update

District General Manager Deschenes presented an update of Operations of the Mt. Rainier Pool with emphasis on program scheduling and COVID restrictions. The presentation is on file.

He discussed SMAC swim team scheduling. They began practice at MRP on Mondays, Wednesdays, and Fridays in December. Tuesdays and Thursdays will be left open for public swims.

The Department of Health has issued new rulings which apply to most indoor fitness facilities. Separate guidance has been established for swimming pools. New schedules will be discussed at the February 16th meeting when the Aquatic Manager and Coordinator present their 2020 4th Quarter report to the Board.

The pool will have updates to swim lesson programming in early March with registration information coming out in mid-February. The DGM stated that it is our decision to delay lessons to March to maintain an environment that is safe from COVID. At that time, lessons will be a parent/child scenario with an instructor teaching from the deck as is being done at other pools. Aquatic Coordinator Newman visited the Bainbridge Island pool to witness swim lessons being presented in this manner and they have proven to be very effective.

It was asked if there will be requirements for vaccinations for pool users and for pool staff. The DGM answered that according to legal counsel, it is not recommended due to healthcare privacy laws. We have established social distancing rules for both groups which should suffice. The DGM will further discuss with WCIA.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 01/19/2021**

f. Highline School District Lease

The District General Manager spoke to Scott Logan, Chief Operations Officer, at the Highline School District. They will approve our request for an extension to renew the lease with them for one year. During this time, we will discuss with them the future of the Mt. Rainier Pool. Our Legal Counsel will draw up the extension for signature.

g. Board Training Reschedule

As was discussed at the January 5th Retreat, OPMA/PRA training for members of the board will be rescheduled to March 2, 2021 starting at 5:00 p.m. This training session will be held virtually. A meeting invitation will be sent by the District Clerk.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:04 pm.

UPCOMING MEETINGS

- February 16, 2021, Regular Meeting, Remote Logon TBD
- March 2, 2021, OPMA/PRA Training, Remote Logon TBD
- March 16, 2021, Regular Meeting, Location TBD

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/05/2021

Total Amount: \$13,420.80

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201230150546.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

12/30/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

12/30/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201230150546.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			87149	12/22/2020	\$403.59	ASSOCIATE MEMBER DUES - 2021
AWC - VIMLY BENEFIT SOLUTIONS, INC			14043	12/23/2020	\$2,539.16	BENEFIT TRUST - FINAZZO, NEWMAN
COLIBRI NORTHWEST, LLC			100	12/09/2020	\$896.75	WINTER CITY CURRENTS - 2020
COLIBRI NORTHWEST, LLC			101	12/09/2020	\$595.00	WINTER CITY CURRENTS - 2020
DEPARTMENT OF RETIREMENT SYSTEMS			202012_2DOR	12/30/2020	\$605.50	DEFERRED COMP S DESCHENES - #2 DEC 2020
HIGHLINE WATER DISTRICT			20201222HWD	12/22/2020	\$511.29	WATER UTILITY - 11/21 TO 12/22/2020
MIDWAY SEWER DISTRICT			20201225MSD	12/25/2020	\$414.70	SEWER UTILITY - 10/25 TO 12/25/2020
NORTHWEST LANDSCAPING SERVICES			CD50118108	01/01/2021	\$549.41	LANDSCAPE SERVICE/MRP - JAN 2021
PUGET SOUND ENERGY			20201218PSE	12/21/2020	\$6,905.40	ELECTRIC UTILITY - 11/18 TO 12/18/2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/12/2021

Total Amount: \$4,709.41

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210106151422.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

1/6/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

1/6/2021

5E8DDA9899F2474

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210106151422.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG92494	12/30/2020	\$277.00	CHEMICALS_ CARBON DIOXIDE
CENTRAL WELDING SUPPLY			RN12202429	12/31/2020	\$69.97	750 BEV CARB LIQ
CHANCELLOR HOPPENRATH			20210106CH57	01/06/2021	\$135.63	PAYROLL PE 12/25/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20210106DRS	01/06/2021	\$605.50	DEFERRED COMP_S DESCHENES
JARED WOLD			20210106JW61	01/06/2021	\$645.97	PAYROLL PE 12/25/2020
MIANNA BEHRENS			20210106MB31	01/06/2021	\$143.04	PAYROLL PE 12/25/2020
MIDWAY SEWER DISTRICT			20210106MSD	12/25/2020	\$414.70	SEWER UTILITY - 10/25 TO 12/25/2020
MOUNTAIN MIST			003872391	12/30/2020	\$8.80	WATER/COFFEE_MRP
MOUNTAIN MIST			003872392	12/30/2020	\$8.80	WATER/COFFEE_MRP
SUBITUP			6262	12/31/2020	\$2,400.00	SCHEDULING SOFTWARE - 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/20/2021

Total Amount: \$3,391.38

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210114141250.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03A1F071204B0	<u>1/14/2021</u> Date
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9809F2474	<u>1/14/2021</u> Date
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210114141250.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16760	01/01/2021	\$90.00	DISTRICT JANITORIAL - JAN 2021
CANON FINANCIAL SERVICES, INC.			26044321	01/13/2021	\$62.88	COPIER CONTRACT CHG - JAN 2021
CMIT SOLUTIONS EASTSIDE			8971	12/31/2020	\$68.75	IT SUPPORT -SERVER REBOOT
CMIT SOLUTIONS EASTSIDE			8915	12/31/2020	\$1,226.00	IT SUPPORT - DEC 2020
COMCAST			20210108CB_DMP	01/08/2021	\$188.92	TELEPHONE/INTERNET/DMP - 1/18 TO 2/17/21
COPIERS NORTHWEST			2244999	01/07/2021	\$103.88	COPIERS OVERAGE CHG - DEC 2020
DEPARTMENT OF RETIREMENT SYSTEMS			20210114_1DRS	01/14/2021	\$605.50	DEFERRED COMP S DESCHENES - JAN 2021#1
US BANK			20210111USB	01/11/2021	\$1,045.45	BANKCARDS - 12/23/2020 TO 1/6/2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/27/2021

Total Amount: \$30,936.30

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210121141305.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

1/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

1/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210121141305.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			19984	01/14/2021	\$170.51	MONTHLY CONTRACT SVC - JAN 2021
AWC - VIMLY BENEFIT SOLUTIONS, INC			14712	01/19/2021	\$1,386.54	EMPLOYEE TRUST - FINAZZO, NEWMAN
COMCAST			20210112CB_MRP	01/12/2021	\$226.64	TELEPHONE/INTERNET_MRP 1/22 TO 2/21/21
JARED WOLD			20210121JW61	01/21/2021	\$398.76	PAYROLL PE 1/10/2021
JOE DUSENBURY			20210121JD08	01/21/2021	\$209.83	COMMISSIONER SUBSIDY - DEC 2020
MACDONALD-MILLER FACILITY SOLUTIONS			PM106274	01/01/2021	\$4,782.74	1ST QTR 2021 HVAC MAINTENANCE
MIANNA BEHRENS			20210121MB31	01/21/2021	\$341.36	PAYROLL PE 1/10/2021
SHANE YOUNG			20210121SY10	01/21/2021	\$104.92	COMMISSIONER SUBSIDY - DEC 2020
WASHINGTON RECREATION & PARK ASSOCIATION			6191	01/11/2021	\$875.00	MEMBERSHIP RENEWAL - 2021
WCIA			14871	01/01/2021	\$22,440.00	WCIA LIABILITY PRGM ASSESSM - 2021

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Jan 14, 2021

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 1/10/2021	170950010			24219		00000	24,151.05
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$24,151.05

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature *Joe Dusenbury* Title Clerk of the Board Date 1/6/2021
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Jan 29, 2021

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 1/25/2021	170950010			24219		00000	23,593.34
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$23,593.34

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

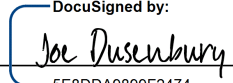
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

DocuSigned by:
 Signature  Title Clerk of the Board Date 1/22/2021
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7 **Assigned to:** District GM **Meeting Date:** 2/16/2021

Under: N/A **Attachment:** No

Subject: Executive Session

Background/Summary:

The board will going 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. Attorney Thomas Burke will be attending the executive session. The length of the executive session and time ending will by public comment at the start of the meeting and any other business that proceeds the Executive Session.

Fiscal Impact: N/A

Proposed Motion:

Language to Call Session: The board will going 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:	<u>N/A</u>	Committee Review
	<u>N/A</u>	First Board Meeting (Informational)
	<u>N/A</u>	Second Board Meeting (Action)

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

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

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** 2/16/2021

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:	<u>N/A</u>	Committee Review
	<u>N/A</u>	First Board Meeting (Informational)
	<u>On-going Item</u>	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
 - NEW! Letter to BLRB (Dated February 2, 2021)

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

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:

Mk	Name	Position	Billing Rate
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.

Ending	Hours	Fee	Services Rendered (DD, unless otherwise indicated)
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

			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
8/7/17	13.50	\$ 1,600.00	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.
8/14/17	7.25	\$ 981.25	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
8/21/17	6.50	\$ 720.00	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
8/28/17	5.00	\$ 665.00	DD 4.00: Prepare and process CO 001 TV 1.00: Administrative Support
9/4/17	6.50	\$ 932.50	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
9/11/17	3.50	\$ 525.00	DD 3.50: Respond to RFI 13 concerning epoxy use at rebars-advised it could be eliminated based on uncovered conditions and identified

			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
Summary	173.50	\$26,025.00	(DD) Doug DuCharme
	13.00	\$ 1,950.00	(JW) John Wegener
	33.75	\$ 2,193.75	(TV) Tammy Vetsch
		\$30,168.75	Total Invoice Amount to DMPMPD

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	<u>7.00</u>	<u>\$1,050.00</u>	Project site visit/finish repair (multiple)
Summary	120.50	\$18,075.00	Total Invoice Amount to DMPMPD

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.
Summary	11.25	\$1,687.50	Total Invoice Amount to DMPMPD

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
Summary	4.25	\$637.50	Total Invoice Amount to DMPMPD

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
	89.25	\$13,436.25	Total Invoice Amount to DMPMPD

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
Summary	121.50	\$18,198.75	Total Invoice Amount to DMPMPD

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%)
		\$2,799.50	Invoiced Amount to DMPMPD

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%)
		\$6,818.60	Invoiced Amount to DMPMPD

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>
BLRB Subtotal	\$ 82,203.75
BLRB Subconsultant: PCS Structural Solutions	\$ 2,799.50
BLRB Subconsultant: PBS Environmental	<u>\$ 6,818.60</u>
BLRB Subconsultant Subtotal	\$ 9,618.10
TOTAL	\$ 91,821.85 (Invoice #56057)

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

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

Mk	Name	Position	Billing Rate
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	32.50	\$4,875.00	Unbilled time since previous billing-Final BLRB Bill



Des Moines Pool Metropolitan Park District

Tuesday, February 2, 2021

BLRB Architects
1250 Pacific Avenue #700
Tacoma, WA 98402

Dear Mr. DuCharme:

This message is in response to your recent billing sent on January 12, 2021. In representing the board, they feel your organization, BLRB was hired to perform a conditions assessment and to manage a project of improvements. There was a clear "not to exceed" established for \$94,242.25. For the project, the District has paid \$98,293, which is \$4,050.75 over the total amount.

The "not to exceed" language is clearly stated in the contract in two areas. At no time, did BLRB formally extend or modify the contract outside of these terms. Also, no estimates were given that showed the project would be near the additional charges.

- Per Section 4.1 of our agreement, "the District shall not be obligated to pay for such services or expenses unless the expense compensation has been negotiated between the parties prior to the performance of services or incurring the expense."
- Per Section 15.3 of our agreement, "Subsequent modifications or amendments to this agreement shall be in writing and shall be signed by the parties to this Agreement. Services to be performed by Consultant for District that are outside the Scope of Services under this agreement shall be performed pursuant to separately negotiated written agreements."

The District was also caught off-guard when an additional \$96,696.85 would need to be paid above the \$4,050.75 that the project was already above its "not to exceed" limit. The District could have better planned for this situation, if BLRB would have followed section 15.4 of the agreement, "Month End Status. Architect shall provide an abbreviated status of the on-going task orders to the District Manager on a monthly basis." The District pushed for updated financial information but was told that it was coming later due to internal issues at BLRB.

All-in-all, the District feels wronged in the fact that a \$503,000 project became a \$1,114,887.84 and billing from BLRB doubled. The District also feels that many of the increased costs were due to negligence of the architect.

206.429.3852

22722 19 Avenue S Des Moines WA 98198

- BLRB was retained and paid to do a thorough analysis of the facility. Drain issues that violated the Virginia Graeme Baker Act were never detected,
- BLRB missed major inspections including the pool shell and caulking. Both were deemed by the architect to not be completed correctly potentially including, not priming of surfaces by contractor of both projects, not using the right materials and not following specifications,
- BLRB did not account for the spalling brick's effect on the ability to install the clerestory panels. The District did not learn about this fact until towards the end of the project,
- BLRB did not properly design the main joint to professional standards,
- and BLRB did not double-check with the shell manufacturer that led to increased cracking of the pool shell after drainage of the pool.

Outside of the increased fees for the project, the District has lost days of operation, lost revenue and incurred outside expenses. The District has lost an additional 300 days above the original estimate of 60 lost days (5x the original estimate). The District had to rebuild its staff from the prolonged closure. The District was finally able to get back to its original programming in March 2020, which was two and half years after the original project was supposed to end. In addition, the District conservatively estimates \$161,012 for the 300 days. The District also lost money on emptying and refilling the pool an additional two times, the cost of retraining staff and other future costs of dealing with this issue.

Finally, the District feels that both parties should agree to end this agreement, based on BLRB not providing documentation or written notification, not properly overseeing the work and a host of other items presented in this letter. We reject the billings #56057 for \$91,821.85 and #56058 for \$4,875, consider the project complete, and would like to begin close-out of this project immediately.

Sincerely,

Scott Deschenes
District General Manager

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** Aquatics Manager **Meeting Date:** 02/16/2021

Under: Old Business **Attachment:** Yes

Subject: Aquatics Manager Report

Background/Summary:

The District has the Aquatics Manager make a quarterly update. Due to COVID-19, the pool was closed March 17 through August 3, and the Aquatics Manager's report was pushed back to 2021.

With the complexity of guidelines, we felt it would be important to have the aquatics management staff, Dominic and Lauryne, on hand to discuss the re-opening, staffing and other pertinent issues regarding COVID-19.

They will also discuss planning for future programming as part of reintroduction of programs as COVID-19 restrictions lessen.

Lauryne will also be making a presentation on the reintroduction of swim lessons. It is attached to this packet. (See AIS 8c – Social Distancing Swim Lessons)

The Aquatics Manager reports will be mailed on Monday, February 8th.

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

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

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

Notes: Attachments:

- *Aquatics Manager Report
- *Aquatics Manager Presentation

**Note- the Aquatics Management Team will not be able to get the Aquatics Reports ready by due date. They will be emailed out on Monday, February 15th.*

OVERALL VISITATION REPORT

QUARTER 1 MONTHLY REPORT

August	September	October	November	December
495	294	754	751	1118

DAILY AND MONTHLY BREAKDOWN

August

	Lap Swim	Water Exercise	Water Walking	No Show	Total Daily
1	CLOSED				
2	CLOSED				
3	9/42	4/5	4/30	1	43/77
4	15/42	0/0	0/30	2	15/72
5	9/42	5/5	5/30	1	19/77
6	14/42	0/0	3/30	1	17/72
7	12/42	5/5	4/30	0	21/77
8	CLOSED				
9	CLOSED				
10	13/42	4/5	3/30	2	20/77
11	12/42	0/0	6/30	1	18/72
12	20/42	5/5	7/30	1	32/77
13	16/42	0/0	5/30	2	21/72
14	27/42	5/5	4/30	2	36/77
15	CLOSED				
16	CLOSED				
17	18/42	3/5	4/30	5	25/77
18	15/42	0/0	3/30	0	18/72
19	25/42	4/5	5/30	1	34/77
20	12/42	0/0	2/30	0	14/72
21	6/42	5/5	5/30	0	16/77
22	CLOSED				
23	CLOSED				
24	22/42	5/5	4/30	2	31/77
25	14/42	0/0	4/30	2	18/72

26	23/42	5/5	5/30	2	33/77
27	7/42	0/0	2/30	1	9/72
28	13/42	4/5	6/30	2	33/77
29	CLOSED				
30	CLOSED				
31	15/42	4/10	3/30	0	22/77
Total	293/840	54/60	81/630	28	495/1577

September

	Lap Swim	Water Exercise	Water Walking	No Show	Total Daily
1	1/42	1/5	2/30	0	4/77
2	16/42	5/10	4/30	1	10/82
3	24/42	2/5	1/30	0	27/77
4	18/42	3/10	4/30	4	25/82
5	CLOSED				
6	CLOSED				
7	CLOSED				
8	11/42	2/5	1/30	3	14/77
9	15/42	5/10	3/30	1	23/82
10	16/42	3/5	3/30	0	22/77
11	18/42	5/10	3/30	0	26/82
12	CLOSED				
13	CLOSED				
14	CLOSED				
15	CLOSED				
16	CLOSED				
17	CLOSED				
18	CLOSED				
19	CLOSED				
20	CLOSED				
21	CLOSED				
22	CLOSED				
23	CLOSED				
24	20/42	4/5	2/30	1	26/77
25	23/42	3/10	3/30	1	29/82

26	CLOSED				
27	CLOSED				
28	20/42	7/10	2/30	1	29/82
29	23/42	3/5	1/30	2	27/77
30	20/42	8/10	4/30	0	32/82
Total	243/546	51/100	33/390	12	294/1036

October

	Lap Swim	Water Exercise	Water Walking	No Show	Total Daily
1	9/54	3/5	3/40	0	15/99
2	16/36	6/10	3/20	1	25/66
3	CLOSED				
4	CLOSED				
5	19/36	7/10	1/20	1	27/66
6	30/54	4/5	3/40	0	37/99
7	21/36	7/10	3/20	2	31/66
8	27/54	5/5	5/40	0	37/99
9	25/36	5/10	2/20	3	32/66
10	CLOSED				
11	CLOSED				
12	25/36	6/10	1/20	1	32/66
13	32/54	5/5	3/40	0	38/99
14	23/36	9/10	3/20	0	35/66
15	37/54	5/5	5/40	1	47/99
16	30/36	8/10	2/20	1	40/66
17	CLOSED				
18	CLOSED				
19	25/36	10/10	2/20	1	37/66
20	27/54	4/5	1/40	2	32/99
21	28/36	8/10	2/20	1	38/66
22	27/54	4/5	5/40	3	36/99
23	29/36	9/10	3/20	2	41/66
24	CLOSED				
25	CLOSED				

26	23/36	8/10	2/20	0	33/66
27	34/54	3/5	2/40	4	39/99
28	15/36	9/10	4/20	3	28/66
29	35/54	5/5	2/40	3	42/99
30	23/36	7/10	2/20	5	32/66
31	CLOSED				
Total	560/951	134/170	51/580	34	754/1749

November

	Lap Swim	Water Exercise	Water Walking	No Show	Total Daily
1	CLOSED				
2	22/36	7/20	11/30	2	40/86
3	24/36	4/20	2/25	2	30/81
4	25/36	8/20	3/20	1	36/86
5	24/36	7/20	3/25	4	34/81
6	27/36	6/20	3/20	4	36/86
7	CLOSED				
8	CLOSED				
9	24/36	9/16	5/24	5	38/76
10	29/54	8/16	4/24	3	41/94
11	26/36	9/16	3/24	1	38/76
12	26/54	7/16	3/24	3	36/94
13	31/36	6/16	2/24	1	39/76
14	CLOSED				
15	CLOSED				
16	23/36	9/16	3/24	1	35/76
17	30/54	8/16	3/24	2	41/94
18	26/36	10/16	1/24	3	37/76
19	34/54	8/16	5/24	4	47/94
14320	29/36	5/16	3/24	0	37/76
21	CLOSED				
22	CLOSED				
23	33/36	9/16	4/24	2	46/76
24	43/54	6/16	3/24	4	52/94
25	33/36	8/16	3/24	3	44/76

26	CLOSED				
27	CLOSED				
28	CLOSED				
29	CLOSED				
30	33/36	9/16	2/24	2	44/76
Total	546/738	143/324	66/484	47	751/1574

December

	Lap Swim	Water Exercise	Water Walking	No Show	Total Daily
1	40/54	9/16	7/35	7	56/105
2	31/36	10/16	2/20	1	43/72
3	42/54	7/16	9/35	2	58/105
4	31/36	8/16	3/20	4	42/72
5	9/12	NA	2/10	3	11/22
6	CLOSED				
7	38/48	10/16	4/30	1	52/94
8	43/54	6/16	3/35	5	52/105
9	38/48	11/16	3/30	3	51/94
10	43/54	8/16	4/35	4	55/105
11	37/48	12/16	2/30	5	51/94
12	12/12	NA	0/10	0	12/22
13	CLOSED				
14	43/48	12/16	4/30	2	59/94
15	46/54	9/16	2/40	2	57/105
16	36/48	11/16	5/30	5	52/94
17	44/54	9/16	7/40	2	61/105
18	41/48	11/16	2/30	3	54/94
19	9/12	NA	3/10	1	12/22
20	CLOSED				
21	34/42	13/16	3/25	6	50/83
22	43/54	3/8	4/40	6	50/102
23	33/42	11/16	2/25	4	46/83
24	CLOSED				

25	CLOSED				
26	CLOSED				
27	CLOSED				
28	38/42	10/16	4/25	1	52/83
29	45/48	7/16	3/25	0	55/89
30	37/42	5/16	3/25	3	45/83
31	31/42	5/8	6/25	2	42/75
Total	844/1026	187/320	87/660	72	1118/2002

SWIM LESSON INFORMATION

Coming to a (this) pool near you in February

Check-In Summaries by Membership- 2020 vs. 2019, Monthly and Quarterly

Report sent by Dominic Finazzo

Check-In Summary by Membership

Run On 02/09/2021 11:05 AM

Run By Dominic Finazzo

From 08/01/2020 12:00 AM

To 08/31/2020 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	94
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	42
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	9
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	31
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	16
6. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	34
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	-10
8. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	16
9. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019-2020	18
10. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	10
	260

Totals for Check-In Summary by Membership

260

Check-In Summary by Membership

Run On 02/09/2021 10:45 AM

Run By Dominic Finazzo

From 08/01/2019 12:00 AM

To 08/31/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	83
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	76
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	9
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	34
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	16
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	35
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	62
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	86
9. 3-Month Facility Passes Adult 3-Month Pass	23
10. 3-Month Facility Passes Family 3-Month Pass	13
11. 3-Month Facility Passes Senior 3-Month Pass	38
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	25
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	23
14. Annual Facility Passes - Pay at Once Adult Annual Pass	4
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	85
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	85
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	12
18. Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	4
19. Monthly Auto Billing- Water Aerobics Class Passes Adult Monthly Auto-Bill H2O X Class Pass (Requires 12-Month Commitment)	2

20. Monthly Auto Billing- Water Aerobics Class Passes Youth Monthly Auto-Bill H2O X Class Pass (Requires 12-Month Commitment)	1
21. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	10
	726
Totals for Check-In Summary by Membership	
	726

Check-In Summary by Membership

Run On 02/09/2021 11:05 AM

Run By Dominic Finazzo

From 09/01/2020 12:00 AM

To 09/30/2020 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	109
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	42
3. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	15
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	8
5. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	20
6. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	16
7. Annual Facility Passes - Pay at Once Adult Annual Pass	5
8. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	22
9. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019- 2020	9
10. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	18
	264

Totals for Check-In Summary by Membership

Check-In Summary by Membership
Run On 02/09/2021 10:56 AM**Run By** Dominic Finazzo**From** 09/01/2019 12:00 AM**To** 09/30/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	116
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	109
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	15
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	22
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	42
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	2
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	75
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	66
9. 3-Month Facility Passes Adult 3-Month Pass	48
10. 3-Month Facility Passes Family 3-Month Pass	15
11. 3-Month Facility Passes Senior 3-Month Pass	47
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	37
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	24
14. Annual Facility Passes - Pay at Once Adult Annual Pass	25
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	77

16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	97
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	18
18. Monthly Auto Billing- Water Aerobics Class Passes Adult Monthly Auto-Bill H2O X Class Pass (Requires 12-Month Commitment)	2
19. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	12
	849

Totals for Check-In Summary by Membership

849

Check-In Summary by Membership

Run On 02/09/2021 11:06 AM

Run By Dominic Finazzo

From 10/01/2020 12:00 AM

To 10/31/2020 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	200
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	70
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	4
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	23
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	2
6. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	39
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	66

8. Annual Facility Passes - Pay at Once Adult Annual Pass	6
9. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	37
10. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019-2020	45
11. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	48
	540

Totals for Check-In Summary by Membership

540

Check-In Summary by Membership

Run On 02/09/2021 10:57 AM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 10/30/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	135
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	105
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	2
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	25
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	26
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	14
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	44
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	73
9. 3-Month Facility Passes Adult 3-Month Pass	56

10. 3-Month Facility Passes Family 3-Month Pass	2
11. 3-Month Facility Passes Senior 3-Month Pass	67
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	25
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	48
14. Annual Facility Passes - Pay at Once Adult Annual Pass	19
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	27
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	127
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	13
18. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	22
	830

Totals for Check-In Summary by Membership

830

Check-In Summary by Membership

Run On 02/09/2021 11:06 AM

Run By Dominic Finazzo

From 11/01/2020 12:00 AM

To 11/30/2020 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	176
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	73
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	16
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	36

5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	18
6. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	51
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	67
8. Annual Facility Passes - Pay at Once Adult Annual Pass	2
9. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	19
10. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019- 2020	47
11. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	38
	543

Run On 03/31/2020 01:00 PM

Run By Dominic Finazzo

From 01/01/2019 12:00 AM

To 03/31/2019 11:59 PM

Totals for Check-In Summary by Membership

543

Check-In Summary by Membership

Run On 02/09/2021 11:01 AM

Run By Dominic Finazzo

From 11/01/2019 12:00 AM

To 11/30/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	164
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	109
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	2

4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	23
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	15
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	5
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	25
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	56
9. 3-Month Facility Passes Adult 3-Month Pass	53
10. 3-Month Facility Passes Family 3-Month Pass	11
11. 3-Month Facility Passes Senior 3-Month Pass	64
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	36
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	28
14. Annual Facility Passes - Pay at Once Adult Annual Pass	28
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	9
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	135
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	19
18. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	26
	808

Totals for Check-In Summary by Membership

808

Check-In Summary by Membership**Run On** 02/09/2021 11:06 AM**Run By** Dominic Finazzo**From** 12/01/2020 12:00 AM**To** 12/31/2020 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	351
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	158
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	21
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	18
5. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	66
6. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	85
7. Annual Facility Passes - Pay at Once Adult Annual Pass	11
8. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	25
9. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019- 2020	117
10. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	56
	908

Totals for Check-In Summary by Membership

908

Check-In Summary by Membership**Run On** 02/09/2021 11:02 AM**Run By** Dominic Finazzo**From** 12/01/2019 12:00 AM**To** 12/31/2019 11:59 PM

Membership Name	Total Check-Ins
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1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	176
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	109
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	5
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	24
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	15
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	4
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	26
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	48
9. 3-Month Facility Passes Adult 3-Month Pass	64
10. 3-Month Facility Passes Family 3-Month Pass	5
11. 3-Month Facility Passes Senior 3-Month Pass	32
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	24
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	31
14. Annual Facility Passes - Pay at Once Adult Annual Pass	21
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	2
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	85
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	17
18. Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	1
19. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019- 2020	11
20. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	8

21. Water Aerobics Class Passes - Annual Pay at Once	32
Senior Annual Class Pass- Pay-at-once (Water Aerobics)	
	740

Totals for Check-In Summary by Membership

740

Check-In Summary by Membership

Run On 02/09/2021 11:07 AM

Run By Dominic Finazzo

From 08/01/2020 12:00 AM

To 12/31/2020 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	930
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	385
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	50
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	105
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	62
6. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	210
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	224
8. Annual Facility Passes - Pay at Once Adult Annual Pass	24
9. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	119
10. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019- 2020	236
11. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	170
	2515

Totals for Check-In Summary by Membership

Check-In Summary by Membership**Run On** 02/09/2021 11:03 AM**Run By** Dominic Finazzo**From** 08/01/2019 12:00 AM**To** 12/31/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	678
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	511
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	33
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	129
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	116
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	60
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	233
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	331
9. 3-Month Facility Passes Adult 3-Month Pass	247
10. 3-Month Facility Passes Family 3-Month Pass	46
11. 3-Month Facility Passes Senior 3-Month Pass	249
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	147
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	157
14. Annual Facility Passes - Pay at Once Adult Annual Pass	98
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	200

16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	533
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	79
18. Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	5
19. Monthly Auto Billing- Water Aerobics Class Passes Adult Monthly Auto-Bill H2O X Class Pass (Requires 12-Month Commitment)	4
20. Monthly Auto Billing- Water Aerobics Class Passes Youth Monthly Auto-Bill H2O X Class Pass (Requires 12-Month Commitment)	1
21. SILVER AND FIT PLAN Silver & Fit (ASH Network) 2019-2020	11
22. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness (Tivity Network) 2019-2020	8
23. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	102
	3978

Totals for Check-In Summary by Membership

3978

General Ledger Summary- 2020 vs. 2019, Monthly and Quarterly

General Ledger Summary

Run On 02/09/2021 11:31 AM

Run By Dominic Finazzo

From 08/01/2020 12:00 AM

To 08/31/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	60.0100	-60.01
2. Revenue	001.347.31 : Passes	172.7300	1159.9100	-987.18
3. Revenue	001.347.32: General Admission	0.2300	414.2500	-414.02

4. Revenue	001.347.61: Swim Instruction	64.0000	0.0000	64
5. Revenue	001.347.62: Aquatic Fitness	72.2500	249.9400	-177.69
6. Revenue	001.362.41: Single Event	204.5500	0.0000	204.55
7. Liability	000: Sales Tax	37.7400	165.8900	-128.15
8. Asset	100: Payment Account	2054.0000	551.5000	1502.5
		2605.5	2601.5	4

Totals for General Ledger Summary

2605.5 2601.5 4

General Ledger Summary

Run On 02/09/2021 11:32 AM

Run By Dominic Finazzo

From 08/01/2019 12:00 AM

To 08/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	170.9000	-170.9
2. Revenue	001.347.31 : Passes	0.0000	3903.2300	-3903.23
3. Revenue	001.347.32: General Admission	0.0000	2178.0900	-2178.09
4. Revenue	001.347.61: Swim Instruction	1430.0900	8971.9300	-7541.84
5. Revenue	001.347.62: Aquatic Fitness	0.0000	1119.1900	-1119.19
6. Revenue	001.362.41: Single Event	206.3600	444.5500	-238.19
7. Liability	000: Sales Tax	21.5500	641.5500	-620
8. Asset	100: Payment Account	16676.940	1658.0000	15018.94
		0		
		18334.94	19087.44	-752.5

Totals for General Ledger Summary

18334.94 19087.44 -752.5

General Ledger Summary**Run On** 02/09/2021 11:32 AM**Run By** Dominic Finazzo**From** 09/01/2020 12:00 AM**To** 09/30/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.347.31 : Passes	25.4500	649.0100	-623.56
2. Revenue	001.347.32: General Admission	7.2800	177.0900	-169.81
3. Revenue	001.347.62: Aquatic Fitness	0.0000	332.4400	-332.44
4. Revenue	001.362.41: Single Event	0.0000	54.5500	-54.55
5. Liability	000: Sales Tax	3.2700	90.4100	-87.14
6. Asset	100: Payment Account	1303.5000	36.0000	1267.5
		1339.5	1339.5	0
Totals for General Ledger Summary		1339.5	1339.5	0

General Ledger Summary**Run On** 02/09/2021 11:33 AM**Run By** Dominic Finazzo**From** 09/01/2019 12:00 AM**To** 09/30/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	134.5300	-134.53
2. Revenue	001.347.31 : Passes	24.5500	3204.8100	-3180.26
3. Revenue	001.347.32: General Admission	0.0000	1450.6100	-1450.61
4. Revenue	001.347.61: Swim Instruction	648.3800	5562.7000	-4914.32
5. Revenue	001.347.62: Aquatic Fitness	49.0000	1343.0500	-1294.05
6. Revenue	001.347.63: Special Events	0.0000	27.2700	-27.27

7. Revenue	001.362.41: Single Event	0.0000	3141.8100	-3141.81
8. Liability	000: Sales Tax	8.0700	813.6800	-805.61
9. Asset	100: Payment Account	14384.540	730.0000	13654.54
		0		
		15114.54	16408.46	-1293.92

Totals for General Ledger Summary

15114.54 16408.46 -1293.92

General Ledger Summary

Run On 02/09/2021 11:34 AM

Run By Dominic Finazzo

From 10/01/2020 12:00 AM

To 10/31/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	14.5400	-14.54
2. Revenue	001.347.31 : Passes	0.0000	1251.6800	-1251.68
3. Revenue	001.347.32: General Admission	0.0000	376.8200	-376.82
4. Revenue	001.347.62: Aquatic Fitness	0.0000	738.6100	-738.61
5. Liability	000: Sales Tax	0.0000	169.8500	-169.85
6. Asset	100: Payment Account	2551.5000	0.0000	2551.5
		2551.5	2551.5	0

Totals for General Ledger Summary

2551.5 2551.5 0

General Ledger Summary

Run On 02/09/2021 11:34 AM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 10/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	183.6300	-183.63

2. Revenue	001.347.31 : Passes	0.0000	2540.8200	-2540.82
3. Revenue	001.347.32: General Admission	8.5900	1179.2600	-1170.67
4. Revenue	001.347.61: Swim Instruction	1007.4600	11207.2000	-10199.74
5. Revenue	001.347.62: Aquatic Fitness	42.5000	1187.8700	-1145.37
6. Revenue	001.362.41: Single Event	0.0000	613.6500	-613.65
7. Liability	000: Sales Tax	3.4000	443.8000	-440.4
8. Asset	100: Payment Account	16526.7300	1022.9500	15503.78
		0		
		17588.68	18379.18	-790.5

Totals for General Ledger Summary

17588.68 18379.18 -790.5

General Ledger Summary

Run On 02/09/2021 11:35 AM

Run By Dominic Finazzo

From 11/01/2020 12:00 AM

To 11/30/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	50.9000	-50.9
2. Revenue	001.347.31 : Passes	0.0000	1338.0400	-1338.04
3. Revenue	001.347.32: General Admission	0.0000	393.6700	-393.67
4. Revenue	001.347.62: Aquatic Fitness	0.0000	648.1500	-648.15
5. Liability	000: Sales Tax	0.0000	182.2400	-182.24
6. Asset	100: Payment Account	2613.0000	0.0000	2613
		2613	2613	0

Totals for General Ledger Summary

2613 2613 0

General Ledger Summary**Run On** 02/09/2021 11:35 AM**Run By** Dominic Finazzo**From** 11/01/2019 12:00 AM**To** 11/30/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	72.7200	-72.72
2. Revenue	001.347.31 : Passes	150.9000	1984.8100	-1833.91
3. Revenue	001.347.32: General Admission	0.0000	1436.5100	-1436.51
4. Revenue	001.347.61: Swim Instruction	604.7300	4906.1300	-4301.4
5. Revenue	001.347.62: Aquatic Fitness	0.0000	1390.2100	-1390.21
6. Revenue	001.362.41: Single Event	0.0000	13277.9600	-13277.96
7. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	0.0000	1.0000	-1
8. Liability	000: Sales Tax	20.3600	1688.6400	-1668.28
9. Asset	100: Payment Account	24757.9800	775.9900	23981.99
		25533.97	25533.97	0

Totals for General Ledger Summary

25533.97 25533.97 0

General Ledger Summary**Run On** 02/09/2021 11:36 AM**Run By** Dominic Finazzo**From** 12/01/2020 12:00 AM**To** 12/31/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	60.0000	-60
2. Revenue	001.347.31 : Passes	85.4500	2329.7400	-2244.29

3. Revenue	001.347.32: General Admission	14.7800	867.5100	-852.73
4. Revenue	001.347.62: Aquatic Fitness	0.0000	901.8600	-901.86
5. Liability	000: Sales Tax	10.0200	331.3900	-321.37
6. Asset	100: Payment Account	4490.5000	110.2500	4380.25
		4600.75	4600.75	0

Totals for General Ledger Summary

4600.75 4600.75 0

General Ledger Summary

Run On 02/09/2021 12:21 PM

Run By Dominic Finazzo

From 12/01/2019 12:00 AM

To 12/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	50.0000	-50
2. Revenue	001.347.31 : Passes	54.2600	2482.8900	-2428.63
3. Revenue	001.347.32: General Admission	0.0000	1515.0800	-1515.08
4. Revenue	001.347.61: Swim Instruction	1022.1900	8589.1800	-7566.99
5. Revenue	001.347.62: Aquatic Fitness	13.7500	701.4800	-687.73
6. Revenue	001.362.41: Single Event	0.0000	1111.8200	-1111.82
7. Liability	000: Sales Tax	9.2300	540.5100	-531.28
8. Asset	100: Payment Account	14298.860	1099.4300	13199.430
		1		1
		15398.290	16090.39	-692.0999
		1		

Totals for General Ledger Summary

15398.2901 16090.39 -692.0999

General Ledger Summary**Run On** 02/09/2021 11:36 AM**Run By** Dominic Finazzo**From** 08/01/2020 12:00 AM**To** 12/31/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	185.4500	-185.45
2. Revenue	001.347.31 : Passes	283.6300	6728.3800	-6444.75
3. Revenue	001.347.32: General Admission	22.2900	2229.3400	-2207.05
4. Revenue	001.347.61: Swim Instruction	64.0000	0.0000	64
5. Revenue	001.347.62: Aquatic Fitness	72.2500	2871.0000	-2798.75
6. Revenue	001.362.41: Single Event	204.5500	54.5500	150
7. Liability	000: Sales Tax	51.0300	939.7800	-888.75
8. Asset	100: Payment Account	13012.5000	697.7500	12314.75
		0		
		13710.25	13706.25	4

Totals for General Ledger Summary

13710.25 13706.25 4

General Ledger Summary**Run On** 02/09/2021 11:37 AM**Run By** Dominic Finazzo**From** 08/01/2019 12:00 AM**To** 12/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	611.7800	-611.78
2. Revenue	001.347.31 : Passes	229.7100	14116.5600	-13886.85
3. Revenue	001.347.32: General Admission	8.5900	7759.5500	-7750.96
4. Revenue	001.347.61: Swim Instruction	4712.8500	39237.1400	-34524.29
			0	

5. Revenue	001.347.62: Aquatic Fitness	105.2500	5741.8000	-5636.55
6. Revenue	001.347.63: Special Events	0.0000	27.2700	-27.27
7. Revenue	001.362.41: Single Event	206.3600	18589.7900	-18383.43
8. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	0.0000	1.0000	-1
9. Liability	000: Sales Tax	62.6100	4128.1800	-4065.57
10. Asset	100: Payment Account	86645.0501	5286.3700	81358.6801
		91970.4201	95499.44	-3529.0199

Totals for General Ledger Summary

91970.4201 95499.44 -3529.0199

POS Summary Report- 2020 vs. 2019, Monthly and Quarterly

POS Summary Report

Run On 02/09/2021 12:24 PM

Run By Dominic Finazzo

From 08/01/2020 12:00 AM

To 08/31/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	31	147.65
2. POS Item: Adult Lap Swim (Resident)	21	85.89
3. POS Item: Adult Swim Goggles (Tax Included)	3	32.72
4. POS Item: ASH NETWORK PAYMENTS	1	0
5. POS Item: COVID-19 Member Usage	119	0
6. POS Item: Key Chain Tag Replacement	6	27.29
7. POS Item: Practice Card	1	0

8. POS Item: Senior Lap Swim (Non-Resident)	9	32.75
9. POS Item: Senior Lap Swim (Resident)	5	14.75
10. POS Item: Senior Water Exercise (Non-Resident)	1	5.75
11. POS Item: Senior Water Exercise (Resident)	2	10
12. POS Item: Youth Lap Swim (Resident)	4	11.81
13. POS Item: Youth Water Exercise (Resident)	1	5
	204	373.61

Totals for POS Summary Report

204 373.61

POS Summary Report

Run On 02/09/2021 12:25 PM

Run By Dominic Finazzo

From 08/01/2019 12:00 AM

To 08/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	23	109.71
2. POS Item: Adult Lap Swim (Resident)	43	175.88
3. POS Item: Adult Open Swim (Non-Resident)	42	171.78
4. POS Item: Adult Open Swim (Resident)	105	358.04
5. POS Item: Adult Swim Goggles (Tax Included)	2	21.82
6. POS Item: Adult Water Exercise (Non-Resident)	2	14.5
7. POS Item: Adult Water Exercise (Resident)	12	78
8. POS Item: Ear Plugs	1	7.27
9. POS Item: First Saturday Open Swim \$1	110	100.09
10. POS Item: MRP Swim Pass	3	0
11. POS Item: Pad Lock	1	9.09
12. POS Item: Practice Card	15	0
13. POS Item: Rental (Admin only)	1	240

14. POS Item: Senior Lap Swim (Non-Resident)	7	25.46
15. POS Item: Senior Lap Swim (Resident)	17	50.17
16. POS Item: Senior Open Swim (Non-Resident)	3	10.23
17. POS Item: Senior Open Swim (Resident)	11	30
18. POS Item: Senior Water Exercise (Non-Resident)	2	11.5
19. POS Item: Senior Water Exercise (Resident)	22	110
20. POS Item: Swim Caps	9	65.45
21. POS Item: Swim Diapers	2	3.64
22. POS Item: Under 2	6	0
23. POS Item: Youth Open Swim (Non-Resident)	60	204.59
24. POS Item: Youth Lap Swim (Non-Resident)	4	14.55
25. POS Item: Youth Lap Swim (Resident)	24	70.87
26. POS Item: Youth Open Swim (Resident)	291	793.53
27. POS Item: Youth Swim Goggles (Tax Included)	7	63.63
	825	2739.8

Totals for POS Summary Report

825

2739.8

POS Summary Report

Run On 02/09/2021 12:26 PM

Run By Dominic Finazzo

From 09/01/2020 12:00 AM

To 09/30/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	13	62.03
2. POS Item: Adult Lap Swim (Resident)	2	8.18
3. POS Item: Adult Open Swim (Resident)	3	6.82
4. POS Item: Adult Water Exercise (Non-Resident)	2	14.5

5. POS Item: COVID-19 Member Usage	115	0
6. POS Item: Rental (Admin only)	1	54.55
7. POS Item: Senior Lap Swim (Non-Resident)	6	21.84
8. POS Item: Senior Lap Swim (Resident)	2	5.9
9. POS Item: Senior Open Swim (Non-Resident)	1	3.41
10. POS Item: Senior Water Exercise (Non-Resident)	1	5.75
11. POS Item: Senior Water Exercise (Resident)	2	10
12. POS Item: TIVITY NETWORK PAYMENTS	2	55.46
13. POS Item: Youth Lap Swim (Non-Resident)	2	7.28
14. POS Item: Youth Lap Swim (Resident)	1	2.95
	153	258.67

Totals for POS Summary Report

153 258.67

POS Summary Report

Run On 02/09/2021 12:26 PM

Run By Dominic Finazzo

From 09/01/2019 12:00 AM

To 09/30/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Additional Rental Users (Resident)	1	27.27
2. POS Item: Adult Lap Swim (Non-Resident)	18	85.87
3. POS Item: Adult Lap Swim (Resident)	59	241.32
4. POS Item: Adult Open Swim (Non-Resident)	27	110.43
5. POS Item: Adult Open Swim (Resident)	72	245.52
6. POS Item: Adult Swim Goggles (Tax Included)	3	32.73
7. POS Item: Adult Water Exercise (Non-Resident)	1	7.25
8. POS Item: Adult Water Exercise (Resident)	15	97.5

9. POS Item: First Saturday Open Swim \$1	44	40.03
10. POS Item: Free Senior Thursday	1	0
11. POS Item: MRP Swim Pass	2	0
12. POS Item: Practice Card	15	0
13. POS Item: Rental (Admin only)	2	1910.91
14. POS Item: Senior Lap Swim (Non-Resident)	2	7.27
15. POS Item: Senior Lap Swim (Resident)	8	23.62
16. POS Item: Senior Open Swim (Non-Resident)	2	6.82
17. POS Item: Senior Open Swim (Resident)	3	8.19
18. POS Item: Senior Water Exercise (Resident)	35	175
19. POS Item: Swim Caps	4	29.08
20. POS Item: Under 2	4	0
21. POS Item: Youth Open Swim (Non-Resident)	20	68.2
22. POS Item: Youth Lap Swim (Non-Resident)	2	7.27
23. POS Item: Youth Lap Swim (Resident)	15	44.29
24. POS Item: Youth Open Swim (Resident)	120	327.18
25. POS Item: Youth Swim Goggles (Tax Included)	8	72.72
26. POS Item: Youth Water Exercise (Resident)	2	10
	485	3578.47

Totals for POS Summary Report

485 3578.47

POS Summary Report

Run On 02/09/2021 12:26 PM

Run By Dominic Finazzo

From 10/01/2020 12:00 AM

To 10/31/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	20	95.4
2. POS Item: Adult Lap Swim (Resident)	21	85.91

3. POS Item: Adult Open Swim (Resident)	1	3.41
4. POS Item: COVID-19 Member Usage	247	0
5. POS Item: Senior Lap Swim (Non-Resident)	16	58.24
6. POS Item: Senior Lap Swim (Resident)	2	5.9
7. POS Item: Senior Open Swim (Non-Resident)	3	10.23
8. POS Item: Senior Water Exercise (Non-Resident)	6	34.5
9. POS Item: Senior Water Exercise (Resident)	2	10
10. POS Item: Swim Caps	2	14.54
11. POS Item: TIVITY NETWORK PAYMENTS	1	53.64
12. POS Item: Youth Lap Swim (Non-Resident)	1	3.64
13. POS Item: Youth Lap Swim (Resident)	6	17.7
	328	393.11

Totals for POS Summary Report

328

393.11

POS Summary Report

Run On 02/09/2021 12:27 PM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 10/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	25	119.28
2. POS Item: Adult Lap Swim (Resident)	26	106.34
3. POS Item: Adult Open Swim (Non-Resident)	12	49.08
4. POS Item: Adult Open Swim (Resident)	53	180.73
5. POS Item: Adult Swim Goggles (Tax Included)	5	54.55
6. POS Item: Adult Water Exercise (Resident)	19	123.5
7. POS Item: First Saturday Open Swim \$1	24	21.84
8. POS Item: MRP Swim Pass	2	0

9. POS Item: No School Day	52	141.78
10. POS Item: Pad Lock	1	9.09
11. POS Item: Practice Card	15	0
12. POS Item: Senior Lap Swim (Non-Resident)	2	7.28
13. POS Item: Senior Lap Swim (Resident)	8	23.6
14. POS Item: Senior Open Swim (Non-Resident)	1	3.41
15. POS Item: Senior Open Swim (Resident)	3	8.18
16. POS Item: Senior Water Exercise (Resident)	25	125
17. POS Item: Swim Caps	4	29.09
18. POS Item: Teen Night Special Rate	7	6.37
19. POS Item: Under 2	2	0
20. POS Item: Youth Open Swim (Non-Resident)	7	23.87
21. POS Item: Youth Lap Swim (Non-Resident)	1	3.64
22. POS Item: Youth Lap Swim (Resident)	15	44.32
23. POS Item: Youth Open Swim (Resident)	114	313.88
24. POS Item: Youth Swim Goggles (Tax Included)	10	90.9
	433	1485.73

Totals for POS Summary Report

433 1485.73

POS Summary Report

Run On 02/09/2021 12:27 PM

Run By Dominic Finazzo

From 11/01/2020 12:00 AM

To 11/30/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	25	119.27
2. POS Item: Adult Lap Swim (Resident)	16	65.44
3. POS Item: Adult Swim Goggles (Tax Included)	2	21.82

4. POS Item: Adult Water Exercise (Non-Resident)	5	36.25
5. POS Item: COVID-19 Member Usage	166	0
6. POS Item: Ear Plugs	1	7.27
7. POS Item: Free Sunday Swim (Swim Lesson Participants)	1	0
8. POS Item: Practice Card	1	0
9. POS Item: Senior Lap Swim (Non-Resident)	19	69.16
10. POS Item: Senior Lap Swim (Resident)	3	8.85
11. POS Item: Senior Water Exercise (Non-Resident)	3	17.25
12. POS Item: Senior Water Exercise (Resident)	2	10
13. POS Item: Swim Caps	3	21.81
14. POS Item: TIVITY NETWORK PAYMENTS	1	96.36
15. POS Item: Youth Lap Swim (Non-Resident)	3	10.92
16. POS Item: Youth Lap Swim (Resident)	6	17.71
	257	502.11

Totals for POS Summary Report

257

502.11

POS Summary Report

Run On 02/09/2021 12:28 PM

Run By Dominic Finazzo

From 11/01/2019 12:00 AM

To 11/30/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	47	224.22
2. POS Item: Adult Lap Swim (Resident)	51	208.59
3. POS Item: Adult Open Swim (Non-Resident)	13	53.17
4. POS Item: Adult Open Swim (Resident)	48	163.67
5. POS Item: Adult Swim Goggles (Tax Included)	2	21.82

6. POS Item: Adult Water Exercise (Non-Resident)	1	7.25
7. POS Item: Adult Water Exercise (Resident)	5	32.5
8. POS Item: Ear Plugs	1	7.27
9. POS Item: First Saturday Open Swim \$1	38	34.57
10. POS Item: MRP Swim Pass	8	0
11. POS Item: No School Day	22	59.98
12. POS Item: Pad Lock	1	9.09
13. POS Item: Practice Card	12	0
14. POS Item: Rental (Admin only)	5	13155.23
15. POS Item: Senior Lap Swim (Non-Resident)	21	76.44
16. POS Item: Senior Lap Swim (Resident)	6	17.7
17. POS Item: Senior Open Swim (Non-Resident)	4	13.64
18. POS Item: Senior Open Swim (Resident)	2	5.45
19. POS Item: Senior Water Exercise (Resident)	14	70
20. POS Item: Swim Caps	1	7.27
21. POS Item: Swim Scholarship - Faith Callahan	1	1
22. POS Item: Teen Night Special Rate	4	3.64
23. POS Item: Under 2	3	0
24. POS Item: Youth Open Swim (Non-Resident)	18	61.38
25. POS Item: Youth Lap Swim (Non-Resident)	11	40.01
26. POS Item: Youth Lap Swim (Resident)	11	32.49
27. POS Item: Youth Open Swim (Resident)	122	332.68
28. POS Item: Youth Swim Goggles (Tax Included)	3	27.27
	475	14666.33

Totals for POS Summary Report

475

14666.33

POS Summary Report

Run On 02/09/2021 12:28 PM

Run By Dominic Finazzo

From 12/01/2020 12:00 AM

To 12/31/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	83	396.05
2. POS Item: Adult Lap Swim (Resident)	28	114.52
3. POS Item: Adult Swim Goggles (Tax Included)	2	21.82
4. POS Item: Adult Water Exercise (Non-Resident)	4	29
5. POS Item: Adult Water Exercise (Resident)	4	26
6. POS Item: ASH NETWORK PAYMENTS	2	133.64
7. POS Item: COVID-19 Member Usage	104	0
8. POS Item: Free Senior Thursday	1	0
9. POS Item: Free Sunday Swim (Swim Lesson Participants)	1	0
10. POS Item: Key Chain Tag Replacement	2	9.1
11. POS Item: Senior Lap Swim (Non-Resident)	14	50.96
12. POS Item: Senior Lap Swim (Resident)	1	2.95
13. POS Item: Senior Water Exercise (Non-Resident)	1	5.75
14. POS Item: Senior Water Exercise (Resident)	6	30
15. POS Item: Swim Caps	4	29.08
16. POS Item: TIVITY NETWORK PAYMENTS	1	88.18
17. POS Item: Youth Lap Swim (Non-Resident)	5	18.2
18. POS Item: Youth Lap Swim (Resident)	6	17.7
19. POS Item: Youth Water Exercise (Resident)	1	5
	270	977.95

Totals for POS Summary Report

270

977.95

POS Summary Report

Run On 02/09/2021 12:29 PM

Run By Dominic Finazzo

From 12/01/2019 12:00 AM

To 12/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	68	324.46
2. POS Item: Adult Lap Swim (Resident)	46	188.14
3. POS Item: Adult Open Swim (Non-Resident)	18	73.62
4. POS Item: Adult Open Swim (Resident)	23	78.43
5. POS Item: Adult Swim Goggles (Tax Included)	2	21.82
6. POS Item: Adult Water Exercise (Non-Resident)	2	14.5
7. POS Item: Adult Water Exercise (Resident)	10	65
8. POS Item: Ear Plugs	1	7.27
9. POS Item: First Saturday Open Swim \$1	30	27.3
10. POS Item: Free Senior Thursday	4	0
11. POS Item: Key Chain Tag Replacement	1	4.55
12. POS Item: No School Day	55	149.97
13. POS Item: Practice Card	1	0
14. POS Item: Rental (Admin only)	1	780
15. POS Item: Senior Lap Swim (Non-Resident)	34	123.76
16. POS Item: Senior Lap Swim (Resident)	20	59
17. POS Item: Senior Open Swim (Non-Resident)	1	3.41
18. POS Item: Senior Open Swim (Resident)	2	5.46
19. POS Item: Senior Water Exercise (Resident)	2	10
20. POS Item: Swim Caps	2	14.54
21. POS Item: Swim Diapers	1	1.82
22. POS Item: Youth Open Swim (Non-Resident)	10	34.1

23. POS Item: Youth Lap Swim (Non-Resident)	3	10.91
24. POS Item: Youth Lap Swim (Resident)	19	56.13
25. POS Item: Youth Open Swim (Resident)	104	283.54
	460	2337.73

Totals for POS Summary Report

460 2337.73

POS Summary Report

Run On 02/09/2021 12:29 PM

Run By Dominic Finazzo

From 08/01/2020 12:00 AM

To 12/31/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	172	820.4
2. POS Item: Adult Lap Swim (Resident)	88	359.94
3. POS Item: Adult Open Swim (Resident)	4	10.23
4. POS Item: Adult Swim Goggles (Tax Included)	7	76.36
5. POS Item: Adult Water Exercise (Non-Resident)	11	79.75
6. POS Item: Adult Water Exercise (Resident)	4	26
7. POS Item: ASH NETWORK PAYMENTS	3	133.64
8. POS Item: COVID-19 Member Usage	751	0
9. POS Item: Ear Plugs	1	7.27
10. POS Item: Free Senior Thursday	1	0
11. POS Item: Free Sunday Swim (Swim Lesson Participants)	2	0
12. POS Item: Key Chain Tag Replacement	8	36.39
13. POS Item: Practice Card	2	0
14. POS Item: Rental (Admin only)	1	54.55
15. POS Item: Senior Lap Swim (Non-Resident)	64	232.95
16. POS Item: Senior Lap Swim (Resident)	13	38.35

17. POS Item: Senior Open Swim (Non-Resident)	4	13.64
18. POS Item: Senior Water Exercise (Non-Resident)	12	69
19. POS Item: Senior Water Exercise (Resident)	14	70
20. POS Item: Swim Caps	9	65.43
21. POS Item: TIVITY NETWORK PAYMENTS	5	293.64
22. POS Item: Youth Lap Swim (Non-Resident)	11	40.04
23. POS Item: Youth Lap Swim (Resident)	23	67.87
24. POS Item: Youth Water Exercise (Resident)	2	10
	1212	2505.45

Totals for POS Summary Report

1212 2505.45

POS Summary Report

Run On 02/09/2021 12:42 PM

Run By Dominic Finazzo

From 08/01/2019 12:00 AM

To 12/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Additional Rental Users (Resident)	1	27.27
2. POS Item: Adult Lap Swim (Non-Resident)	181	863.54
3. POS Item: Adult Lap Swim (Resident)	225	920.27
4. POS Item: Adult Open Swim (Non-Resident)	112	458.08
5. POS Item: Adult Open Swim (Resident)	301	1026.39
6. POS Item: Adult Swim Goggles (Tax Included)	14	152.74
7. POS Item: Adult Water Exercise (Non-Resident)	6	43.5
8. POS Item: Adult Water Exercise (Resident)	61	396.5
9. POS Item: Ear Plugs	3	21.81

10. POS Item: First Saturday Open Swim \$1	246	223.83
11. POS Item: Free Senior Thursday	5	0
12. POS Item: Key Chain Tag Replacement	1	4.55
13. POS Item: MRP Swim Pass	15	0
14. POS Item: No School Day	129	351.73
15. POS Item: Pad Lock	3	27.27
16. POS Item: Practice Card	58	0
17. POS Item: Rental (Admin only)	9	16086.14
18. POS Item: Senior Lap Swim (Non-Resident)	66	240.21
19. POS Item: Senior Lap Swim (Resident)	59	174.09
20. POS Item: Senior Open Swim (Non-Resident)	11	37.51
21. POS Item: Senior Open Swim (Resident)	21	57.28
22. POS Item: Senior Water Exercise (Non-Resident)	2	11.5
23. POS Item: Senior Water Exercise (Resident)	98	490
24. POS Item: Swim Caps	20	145.43
25. POS Item: Swim Diapers	3	5.46
26. POS Item: Swim Scholarship - Faith Callahan	1	1
27. POS Item: Teen Night Special Rate	11	10.01
28. POS Item: Under 2	15	0
29. POS Item: Youth Open Swim (Non-Resident)	115	392.14
30. POS Item: Youth Lap Swim (Non-Resident)	21	76.38
31. POS Item: Youth Lap Swim (Resident)	84	248.1
32. POS Item: Youth Open Swim (Resident)	751	2050.81
33. POS Item: Youth Swim Goggles (Tax Included)	28	254.52
34. POS Item: Youth Water Exercise (Resident)	2	10
	2678	24808.06

Totals for POS Summary Report

SPECIAL EVENTS- NO SPECIAL EVENTS TO REPORT

PROMOTIONAL DAYS: None during this time period.

Overview of Pool Operations:

During these unprecedented times our programming has been limited and we are adding programming back as guidelines dictate.

WRPA Aquatics Network and Aquatic Trends:

Some organizations within the WRPA Aquatic Network are pushing for lifeguards to count as first responders to get vaccinated and Samena Club (private company) has written a letter that some guards have used successfully to be vaccinated.

Staffing:

Our staffing numbers have stayed consistent since last reported. We have 40 active employees and 13 inactive. We have also hired a Head Lifeguard II to support management. The head guards having been running monthly skills checks for staff, keeping their skills polished.

Programming Notes:

- **General:** The Mt. Rainier Pool reopened in August. Our attendance numbers have steadily increased since opening, in December we had roughly four times as many check-ins as when we first opened. We also added two additional water aerobics classes to meet our demand.
- **Swim Lessons:** Swim lessons will be reintroduced in a limited capacity in March.
- **Scholarship Information:**
There were no scholarships granted in this last quarter, many of them had been swim lesson participants in the past.
- **Private Party Rentals-** None to report
- **PTSA Swims:**
 - None to report
- **Maintenance**
 1. MacMiller HVAC Specialist came out and did routine HVAC and Boiler Maintenance. While inspecting the rooftop unit, the representative found some damage to the finish that WTI put on. I am contacting Kelly with HSD about warranty work
 2. Aquatic Specialty Services- Monthly service (ongoing).

- **Repairs/ Installs:**
- Pool Closed from September 14-23rd for expansion joint caulking replacement. Projected to open on the 28th but opened early
- Aquatic Specialty Services is working to install remote access to the BecSys5 system. I am working with Carl to get him scheduled on this.
- The remote alerts are working again and will alert Scott and I if the VFD or the HVAC shut off
- Gutters fixed on the rear of the facility
- Gate project is still in progress
- **Community Outreach**
- We did not have any community outreach during this time.

Marketing Update

- City Scene
- City Currents
- No School Swims
- Special Promotions Calendar

Marketing Objectives to enhance our Mission:

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

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** Aquatics Coord **Meeting Date:** 02/16/2021

Under: Old Business **Attachment:** Yes

Subject: Social Distance Swim Lessons

Background/Summary:

In March 2021, the District will be reintroducing swim lessons at the Mount Rainier Pool. The COVID-19 Pandemic restrictions are still expected to occur through most of 2021.

Aquatics Coordinator, Lauryne Newman, will present the District's plans to reintroduce swim lessons including safety measures.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Informational only.

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

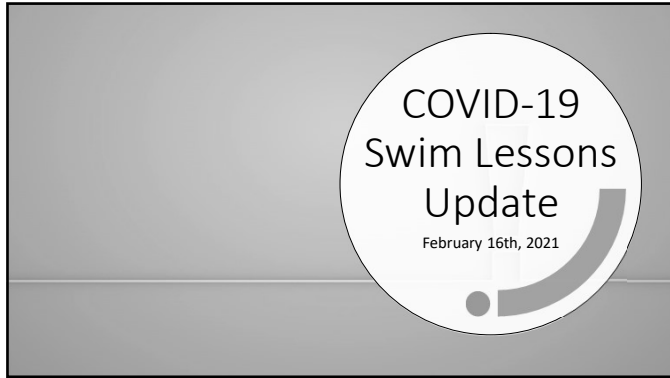
Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>N/A</u>	First Board Meeting (Informational)
	<u>N/A</u>	Second Board Meeting (Action)

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

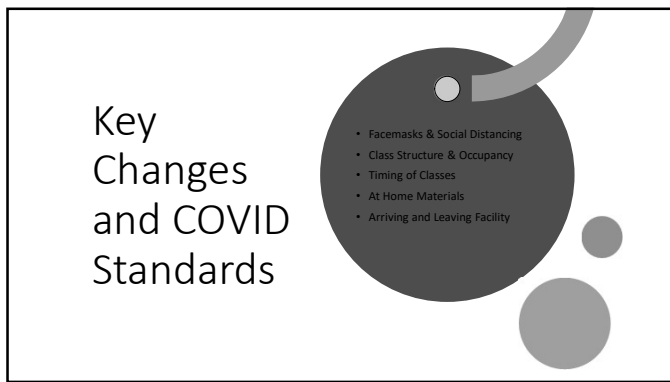
Follow-up Needed: **Yes** **No** **Reporting Back Date:**

Notes:

See attached "Social Distance Swim Lessons" report.



1




2



3

Class Structure & Occupancy

- Each student will have a dedicated station with all materials being used for the day, a bucket for holding face mask and a place to hold clothes and towels.
- Each class will have a max of 3 students, level 2 and under will have a parent in the water with student.
- Classes will be spread out so as not to encounter each other.
- All students must arrive already showered and changed into swimsuits.
- Students must leave without showering, exiting through the locker rooms without changing preferred.



4

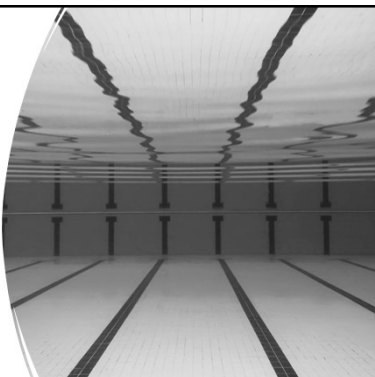


5

Class Times and Levels

- 4:30-7:15pm Tuesday/Thursdays**
- 4:30-5:00pm Pre-School 1/2 Combined & Level 3
- 5:15-5:45pm Level 1 & Level 4
- 6:00-6:30pm Pre-School 3 & Level 6
- 6:45pm-7:15pm Level 2 & Level 5

To start there is one time slot for each level, this can change depending on wait list and specific classes possibly not filling up.



6



Registration & Start Date:

- Resident Early Registration: February 23th
- Non-Resident Registration: February 25th
- First Day Of Lessons: March 2nd
- End of Lessons: March 25th

7



Questions

January 19, 2021

8

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** 02/16/2021

Under: Old Business **Attachment:** None

Subject: HSD Lease Discussion

Background/Summary: At the January 27 Capital and Contracts Committee Meeting, there was discussion about the HSD Lease. The committee discussed having discussions about the future lease with the board.

This item was added to the agenda, per that discussion.

Fiscal Impact: Not known at this time.

Proposed Motion: Dependent on discussion.

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

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

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

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

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District GM **Meeting Date:** 02/16/2021

Under: Old Business **Attachment:** None

Subject: Engineer of Record

Background/Summary:

At the January 5th Retreat, the board requested the District Manager to work with the Capital and Contracts Committee to meet with prospective firms from the MRSC Roster and make two potential recommendations. As of the writing of this AIS, the District GM has contacted the three top firms and two of them have notified us they are interested: INNOVA and Stemper architecture firms.

The Capital and Contracts Committee met with both on Wednesday, February 10.

The committee is meeting on Thursday, after the packet has been sent out and will make a recommendation.

Fiscal Impact: Not known at this time.

Proposed Motion: Dependent on discussion.

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

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

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

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

Notes:

Attachments:

- Interview Topics for Discussion
- INNOVA MRSC SOQ
- Stemper Directed SOQ (sent with direct info for District)

COMPANY PROFILE

Stemper AC is an MWBE full-service architectural firm recognized throughout the Puget Sound for providing architectural design expertise for sustainable building renovations, building envelope systems and roof replacements for educational, commercial, public, and historic buildings. We are known for our excellent communication and customer service, as well as our technical knowledge and pragmatic approach to our work.

Our architects consider a sustainable approach to projects, extending buildings' useful lives and preserving our clients' resources as essential components of our practice.



Project Types

- ▶ Office Buildings
- ▶ Government & Municipal Buildings
- ▶ Transit Facilities
- ▶ Industrial Buildings
- ▶ Education Facilities
- ▶ Public Buildings
- ▶ Community Centers & Park Facilities



WE ARE A CERTIFIED
MWBE/DBE

Services

- ▶ Renovation/Restoration of existing, aged, & historic buildings
- ▶ Roofing and building envelope investigation, troubleshooting, & replacement
- ▶ Sustainable LEED® facilities
- ▶ Building systems design & replacement
- ▶ Emergency Repair
- ▶ New building design
- ▶ Site planning & development
- ▶ Interiors & ADA upgrades
- ▶ Facility condition surveys
- ▶ Vertical Transportation

Project Management & Ability to Meet Project Deadlines

Stemper AC has a number of projects in the works at any one time and our project schedules and manpower availability are tightly monitored. Our past clients have been satisfied that Stemper AC is dedicated to always meeting project goals on time.

We have developed internal mechanisms to effectively respond to sudden changes in workload, schedule, and scope while maintaining our dedication to client service. As a firm, we are committed to the policy that all agreed upon deadlines will be met.

Knowledge of Public Agencies, Public Pools and Community Centers

We have been working with some of our clients for more than two decades, including Seattle Parks & Recreation, the State of Washington DES, and Seattle Public Schools. We are also contracted for on-call work with City of Bellevue, Pierce Transit, City of Seattle, and the University of Washington. For the above mentioned clients, we have recently completed ADA upgrades, non-gender restroom design, interiors/tenant improvements, building envelope system upgrades, and more for public pools and community centers throughout Seattle.

EXPERIENCE OVERVIEW



EXPERIENCE WITH POOL & PARK BUILDINGS

Our firm has worked with public parks, completing design of interior/exterior renovations for community center and other public facilities, dating back 30+ years. This includes community centers and pools, involving building envelope upgrades, interior renovations, and ADA upgrades. Our experience with public pools has been ongoing since 2008. Stemper AC is currently contracted with Seattle Parks for the Citywide Pools projects, to complete extensive upgrades to 7 pool facilities. We are also the go-to architect for Samana Swim and Recreation Club.

EXPERIENCE WITH ADA (UNIVERSAL DESIGN)

Stemper AC project managers are passionate about accessible design. Our architects understand barrier restrictions and ensure that the designs we produce are fully compliant with ADA code requirements. We are very experienced working with ADA design review authorities and committees. Ways in which we have incorporated ADA Design for renovated and new design projects:

- ▶ Tenant Improvements with desk/office functionality
- ▶ Restrooms upgrades
- ▶ Design/Install specialized ADA lifts
- ▶ Relocate parking stalls to be closer to entrances
- ▶ Reduce the grades between buildings to allow for more accessible ramps between buildings
- ▶ Overall ADA studies of existing buildings in accordance with DQI and AHI requirements

PROJECTS:

Seattle Parks & Recreation

- ▶ Citywide Pools - ADA and All-Gender Restrooms, Building Envelope Upgrades in 7 Pool Facilities
- ▶ Southwest Pool and Community Center
- ▶ Building 406 (The Brig at Sand Point)
- ▶ Magnuson Park Building 30 (Sand Point)
- ▶ Magnolia Community Center
- ▶ Queen Anne Community Center
- ▶ Hutchinson Community Center & Daycare
- ▶ Alki Community Center & Daycare
- ▶ South Park Community Center
- ▶ Yesler Community Center

Samana Swim & Recreation Club

- ▶ Building Additions, Interior & Exterior Modernization and ADA Upgrades 2008-Ongoing

City of Bellevue

- ▶ Northwest Arts Center
- ▶ North Bellevue Community Center
- ▶ City Hall ADA Review and Report

Green River CC Science Center

- ▶ ADA Upgrades and Restrooms

Everett Community College

- ▶ ADA Upgrades and Restrooms

EXPERIENCE OVERVIEW



PRE-DESIGN & FEASIBILITY STUDIES

Stemper AC has performed a range of pre-design projects and feasibility studies, including:

Pre-Design for Citywide Pools

Pre-design for the 7 pools involved comprehensive analysis of all building systems, reviews of the existing building conditions physically and functionally, and cost estimates to determine remaining life cycle and economic practicality for extending the life of the buildings.

Seattle Parks Six Pools ADA Upgrades Predesign Study (Current)

We are currently working with Seattle Parks to complete a detailed design review and assessment and ROM estimate of six existing natatoriums to address an ADA Barrier Removals condition survey by Seattle Parks. (This project is pending start in 2021)

City of Bellevue City Hall ADA Upgrades, Building Review & Assessment

In 2019, we completed an updated survey, review, and report of ADA Barrier removals and upgrades schedule for Bellevue City Hall. Detailed cost analysis of revisions was also included in the report.

Below are some additional pre-design and feasibility studies recently completed by Stemper AC:

Samana Swim and Recreation Club

- ▶ Pre-Design for ADA restroom and locker room facilities

Seattle Parks and Recreation

- ▶ Medgar Evers Pool
- ▶ Garfield Pool
- ▶ Ballard Pool
- ▶ Helene Madison Pool
- ▶ Magnuson Park Building 30
- ▶ Magnuson Park Building 406
- ▶ Seward Park Bathhouse and Clay Studio

Seattle Center (5 building envelope assessments)

- ▶ Cornish Playhouse
- ▶ Seattle Children's Theater
- ▶ NEXT 50 Pavilion
- ▶ Northwest Rooms
- ▶ International Fountain Pavilion

Seattle Public Schools (11 schools building envelope and seismic upgrade assessments)

- ▶ West Seattle HS
- ▶ Roosevelt HS
- ▶ Sand Point ES
- ▶ Siskiyou ES
- ▶ West Woodland ES
- ▶ Cascade Parent Partnership Program
- ▶ John Stanford Center for Education
- ▶ Queen Anne Gym
- ▶ Edstein MS
- ▶ Wedgwood ES
- ▶ Salmon Bay K-8

RELEVANT PROJECTS



Location: Seattle, WA
Year: 2016-Current
Role: Prime



SEATTLE PARKS & RECREATION

Citywide Pools Exterior & Interior Renovations for 7 Pools

Stemmer AC has worked with Seattle Parks & Rec for several years to renovate multiple public pool facilities. Our team surveyed existing building conditions at seven public pool facilities. The primary focus was on building envelope, structural issues/seismic upgrades, life safety, ADA compliance, and interior and exterior building envelope upgrades.

Ballard Pool: We completed upgrades for both exterior and interior conditions such as the roof and wall assemblies, concrete paving, handrails, joint sealants, drainage systems, pool deck, main structure, and general ADA accessibility for the building, including but not limited to: the locker rooms, family restrooms, and staff/faculty offices.

Meadowbrook Pool: Our team completed replacement of the original exterior cedar siding in conjunction with structural seismic improvements, and replacement of aging equipment such as the HVAC system and pool piping. Other areas such as the locker room facilities were reviewed for ADA accessibility and safety.

Madger Evers Pool: Madger Evers is a concrete structure located partially below grade. Aging and long term effects from weathering caused significant cracking and allowed water to intrude in to the interior spaces. We completed waterproofing to the pool deck and elevated pool deck slab. We also completed ADA accessibility upgrades to the locker rooms.

Mounger Pool: This facility houses two pools; a large teaching pool, and a smaller spa pool. The scope included mechanical equipment maintenance such as boiler room ventilation and make up water valve replacements, and pool maintenance items related to the plaster liner condition and gutter covers.

Queen Anne Pool: Our team performed waterproofing and roof repair design, structural improvements regarding seismic support at the roof and walls, and interior concrete beams. Areas of the building were updated for ADA accessibility, and the pool deck and locker room flooring was replaced.

Southwest Pool: We addressed seismic deficiencies and corrosion at the structural framing and exterior walls, as well as pool deck repairs. Aged mechanical equipment was replaced, and ADA accessibility in the locker room areas were brought to compliance.

Helene Madison Pool: Our team completed full building envelope upgrades: insulation upgrades, roof repairs, window replacements, stucco cladding, rainscreen cladding, and re-cladding using a unique metal shingle cladding system. The interior lobby was renovated, including an improved employee spaces, an open lounge area, upgraded vending spaces, lighting improvements, and new flooring.

RELEVANT PROJECTS



Location: Seattle, WA
Year: 2006-Ongoing
Role: Prime



SAMENA SWIM & RECREATION CLUB

Modernization Phases I-VI

The Samena Swim and Recreation Club (SSRC) has served the Samena Neighborhood Community in East Bellevue/Lake Hills for fifty (50) years. The club includes two pools, an exercise room, hot tub, locker rooms, administration/rented meeting space, a playground/park, parking lots and other publicly used facilities.

History: In the early 1990's SSC completed a Master Plan that identified the need for upgrades to the entire facility to retain and attract members. Several phases of upgrades were planned and Stemmer AC was hired. During the 1990's, Stemmer AC completed Renovation Phases I - IV including expansion of the administration and office; new multipurpose room; new pre-school and fitness room; and adult locker rooms.

Phase V, the Natatorium (covered aquatic facility), was completed in 2009 and included a permanent building to house the indoor pool; new expanded multi-purpose room; and installation of a spa/hot tub. The firm also

managed a roof replacement project for the Administration/Conference meeting building.

Phase VI, completely upgraded the Mens/ Womens Locker Rooms, providing ADA and accessibility upgrades to the toilets, showers, and lockers.

For all phases, Stemmer AC provided pre-design, design, and construction administration services for core and shell improvements, interior, exterior lighting upgrades, fire alarm, sprinkler and electrical system installations.

Sustainable Upgrades: Roll-up doors on each end of the pool building providing cross ventilation in the summer that reduces energy use/heat Recovery System that recaptures warm air and circulates it to heat the pool; and fabric ducts installed to withstand the corrosive pool environment and to distribute air more evenly.

RELEVANT PROJECTS



Location: Seattle, WA
Year: Current
Role: Prime



SEATTLE PARKS & RECREATION *Community Centers Stabilization Project, Current*

Magnolia Community Center: Stemper AC, together with our team of sub-consultants, surveyed the project site, and developed an updated pre-design estimate to begin a series of upgrades at this Community Center. We have developed the design documents to implement ADA upgrades throughout the building and onsite, mechanical and electrical upgrades, building envelope repairs such as window replacement, seismic upgrades within the building, and new fire alarm and fire sprinkler systems. This project also includes roof replacement and seismic upgrades to the roof.

Queen Anne Community Center: Stemper AC, together with our proposed sub-consultants, has surveyed the project site, and developed an updated pre-design estimate to begin a series of upgrades at this Community Center. We have completed the design documents to implement roof replacement and fall protection, masonry stabilization, fire alarm system upgrades, and ADA upgrades onsite, and throughout the building.



Location: Seattle, WA
Year: 2008
Role: Prime

SEATTLE PARKS & RECREATION *Southwest Community Center & Pool*

Southwest Community Center & Pool offers a wide array of aquatic events and activities serving the local community. The center also provides meeting space for neighborhood groups and is governed by the Southwest Advisory Council. Stemper AC met with stakeholders, facility users, and maintenance to address each of their distinct needs.

Overall Project Upgrades Included: Plumbing replacements; Energy code upgrades; Fire alarm replacement; Automatic fire sprinkler system revisions; ADA restrooms & ADA accessibility; HVAC replacement; Power distribution and lighting system replacements, and Roof & Skylight Replacement.

Roof & Skylight Replacement: The SW Community Center has a very complex roofing system and was experiencing interior leaking from the roof. Stemper AC and subconsultants investigated and surveyed the roof system and a new roof system was designed and skylights replaced.

Construction Monitoring: Our team provided quality assurance and technical monitoring during the roof replacement work and skylight installation; and conducted water-testing in order to verify the watertight integrity of the entry foyer skylight systems.

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STATEMENT OF QUALIFICATIONS
Architectural Services



INNOVA Architects, Inc.
950 Pacific Ave, Suite 450
Tacoma, WA 98402
253 572 4903 phone
253 572 4919 fax
www.orbarchitects.com



950 PACIFIC AVENUE, SUITE 450 | TACOMA, WASHINGTON 98402

cover letter

November 2016

Dear Selection Committee,

INNOVA Architects is pleased to submit this statement of qualifications outlining our experience and confirming our interest in working with the municipalities selected through the Municipal Research & Services Center (MRSC) Shared Roster. Working with municipalities complements both our expertise and our commitment to community-based projects.

We are a multi-disciplined team of design professionals providing Planning, Architecture, and Civil, and Structural Engineering throughout the greater Northwest to municipal, state and federal agencies on a variety of public works facilities. INNOVA is committed to making a positive impact on our communities through design innovation and management expertise. We serve parks & recreation, affordable housing, senior citizen, commercial, military, healthcare, and education clients.

Recent projects include upgrades to affordable and senior housing for weatherization and increased energy efficiency, multiple aquatic and recreation facility upgrades, commercial building renovation and tenant improvements, and renovations to historically significant buildings at Joint Base Lewis-McChord.

As your architectural consultant, INNOVA provides the following assets to meet your project needs:

- Extensive architectural expertise from planning and feasibility studies, to conceptual design through construction administration
- Experience with a variety of delivery methods including traditional Design-Bid-Build, GC/CM, and Design Build
- LEED® accredited professionals
- A collaborative team with years of proven experience and the ability to manage multiple projects simultaneously
- A history of meeting established budgets and project time frames

We look forward to the opportunity to work with you. If you have any questions or require additional information, please feel free to contact me directly at 253.572.4903. You may also send inquiries via email to ganderson@innovaarchitects.com or visit our website at www.orbarchitects.com.

Respectfully submitted,

Paul B. McCormick

Paul McCormick, PE, SE
Chief Executive Officer
(253) 572-4903
paul@innovaarchitects.com

firm profile



INNOVA ARCHITECTS

COMMUNITY INSPIRED ARCHITECTURE

INNOVA Architects is a full service design firm providing Planning, Architecture, Civil and Structural Engineering.

With the merger of INNOVA Architects and ORB Architects, we are able to preserve and maintain 50 years of experience and knowledge and expertise related to design for affordable housing in the Pacific Northwest, while adding additional skills and capacity to serve our clients. We remain committed to making a positive impact on our communities through design innovation and management expertise.

RESPONSIVE DESIGN

We practice responsive design. In addition to being aesthetically pleasing, architecturally sound and environmentally sensitive, our designs are responsive to the needs of the people who will use them, the people who will own and operate them and the needs of the surrounding community. We work with our clients to address their specific design concerns and meet their requirements in regards to appearance, functionality, energy-efficiency and sustainability. In order to achieve this, we place great emphasis on continuous and candid communication with our clients, the users and the community. We strive to make everyone involved feel comfortable and confident about the work we are performing.

OUR TRACK RECORD

Responsive design is about solving design challenges with innovative solutions, all while working within our clients' budgets and schedules. This dedication to design excellence with great value has resulted in a reliable track record of cost estimating and designing to the budget. Additionally, we consistently meet our clients agreed-upon timeline, and none of our projects in recent history have exceeded their design schedule.

Finally, responsive design means few on-site design changes. Our meticulous attention to detail and quality has resulted in very few cost overruns on our projects. We take great pride in the knowledge that the projects we manage meet or exceed our clients' expectations and benefit the communities they serve. It's our reason for being.

firm profile



INNOVA ARCHITECTS

COMMUNITY INSPIRED ARCHITECTURE

PROJECT EXPERIENCE

INNOVA Architects is a recognized leader in the planning and design of community-related projects throughout Washington, Oregon, Idaho, and Alaska. We are a team of design professionals, providing full architectural services for people-oriented community facilities.

INNOVA Architects has evaluated, designed and renovated more than 250 aquatic, recreation, fitness and community facilities over the past 30 plus years. INNOVA has also designed more than 12,000 new and renovated single and multi-family housing units and conducted numerous comprehensive needs assessments, site investigations and feasibility studies for municipalities throughout the Pacific Northwest.

Because we specialize in these type of projects, we are able to maintain a staff of highly qualified experts who keep constantly abreast of the latest technology, making INNOVA extremely well versed in the latest materials and equipment available. We believe this experience and knowledge, combined with our dedication to community well-being, makes INNOVA perfectly suited to serve your community needs.

AREAS OF EXPERTISE

- Commercial
- Multi-Family Housing
- Government
- Pools and Aquatic Facilities
- Community and Recreation Centers
- Parks & Recreation
- Historic Preservation
- Conceptual Design
- In-House Cost Estimating
- Building Investigation
- Alternate Delivery Methods (GC/CM and Design-Build)

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project experience

new construction housing experience

Tacoma Terrace Apartments | Tacoma, WA

I Street Apartments | Tacoma, WA

University Mixed Use Concept Design | Tacoma, WA

Vineyard Park Assisted Living Community | Mountlake Terrace, WA

Air Force Family Housing, Phases I, II, III, and IV | Eielson AFB, AK

Siku Basin Army Family Housing | Fort Wainwright, Fairbanks, AK

Denali Village Army Family Housing | Fort Wainwright, Fairbanks, AK



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project experience

new construction housing experience



KING COUNTY HOUSING AUTHORITY HIGHLAND VILLAGE APARTMENTS PHASE 2 BELLEVUE, WASHINGTON

Project type: New Construction
 Services performed: Architectural and Civil Design
 Start and completion dates: 2018-2019 (2018 Tax Credit)
 Number of units: 36 Units
 Hard cost construction budget: \$11.4 Million
 Client: King County Housing Authority
 Client Contact: Hugh Watkinson, hughw@kcha.org, 206.574.1230
 A-E fees: \$542,000

INNOVA worked with the King County Housing Authority and the City of Bellevue to prepare a feasibility study that validated the construction of a new 3-story, 36-unit apartment building that will maximize the affordable housing available at the Highland Village site. This property is designed to provide affordable family housing, with a mix of one, two, and three-bedroom units. The building replaces two smaller buildings to maximize the allowable site density, while fitting in with the neighborhood requirements.

The feasibility phase included working with city planning to accommodate the zoning and design review requirements. Since the property partly overlapped a neighborhood transition zone, Design Review was required. Special attention was paid to the scale and design elements of the building.

In addition to the architectural design, INNOVA also provided civil engineering services. This new construction required a storm system design for the roof drainage, surrounding landscaped area and, for the kids play ground area. In addition, the existing water system was required to be abandoned. The installation of a new water main along with domestic and fire system was required. The existing sewer also needed to be abandoned and capped in place with a new connection to the sewer manhole. The project recently broke ground and construction is expected to last through 2019.



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project experience

new construction housing experience



MCCARVER HEIGHTS APARTMENTS TACOMA, WASHINGTON

Project type: New Construction
 Services performed: Architectural, Civil, and Structural Design
 Start and completion dates: Winter 2019 – Summer 2019
 Number of units: 78 Units
 Hard cost construction budget: \$18 Million
 Client: McCormick International Inc.
 Client Contact: Paul McCormick, paul@mccormickre.com, 253.471.8815
 A-E fees: \$400,000

INNOVA is performing architectural, civil, and structural design for a new 74-unit multi-family development in Tacoma. This project is designed and is scheduled for construction to begin by the end of 2018. This project is located in the MLK mixed-use district of Tacoma. INNOVA worked with the city planning staff to obtaining SEPA approvals, and with city council to obtain approval for the available property tax exemptions, which is made available to properties able to provide needed housing in the Downtown Tacoma market.

This property offers 5 stories of residential floors over one level of structured parking garage. The landscape around the building offers generous use of landscape courtyards and dog walk areas. Inside the building is a fitness center, a club room, a mail room and a leasing office. Community assets provided by this project include contribution to the transit agency for installation of a bus shelter near the project.



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project experience

new construction housing experience



SILVER VIEW APARTMENTS SILVERDALE, WASHINGTON

Project type: New Construction
 Services performed: Architectural, Civil, and Structural Design
 Start and completion dates: October 2018 – December 2019
 Number of units: 160 units
 Hard cost construction budget: \$23 Million
 Client: Silver View LLC
 Client Contact: Craig Huish, craig@waterfrontfm.com, 360.692.9000
 A-E fees: \$535,000

INNOVA provided design services on this 160-unit garden style property planned in Silverdale. INNOVA worked closely with Kitsap County staff to design a project meeting the design needs of the building and the site. We also worked with Kitsap Transit to develop a ride share program, a bus stop, and offer transit passes to the tenants who will live in this new facility.

Because the site offers views of the water and mountains, INNOVA designed the units and oriented the buildings so that 100% of the units have views of either the water or the Olympic mountains. The site includes a pedestrian trail around the entire perimeter of the 7-acre site and includes a park and dog run on top of the hill with views of the water and mountains. The club house offers a large outdoor patio area for banquets and gatherings, as well as a large inside community space for tenants to use for parties, meetings, or social events. Within the club house is a fitness center, a large multi-purpose room, and the leasing offices.

project experience

new construction housing experience



SIKU BASIN ARMY FAMILY HOUSING FORT WAINWRIGHT, ALASKA

Project type: New Construction
 Services performed: Site Planning, Plans and Specifications, & Construction Administration
 Start and completion dates: May 2006 – September 2008
 Number of units: 126 Units
 Hard cost construction budget: \$73 Million
 Client: U.S. Army Corps of Engineers
 Client contact: Terry L. Stone, terry.l.stone@usace.army.mil, 907.753.5544
 A-E fees: \$374,000

INNOVA (formerly ORB Architects) worked with the contractor to provide design-build services for the U.S. Army for the full interior and exterior design and construction of Army family housing in the Siku Basin neighborhood at Fort Wainwright, near Fairbanks, Alaska. The scope of work included conceptual plans for entire site, including associated supporting infrastructure, and site development for utilities, roads, sidewalks, and play areas. The new housing units (126 total) are a mixture of 3, 4 and 5-bedroom, two-story, single-family, duplex, triplex, and quad-plex units.

Our design met the Army Corps' goal of creating visually interesting and comfortable homes for Army families. The buildings contain unique elements and welcoming characteristics for each individual unit. We incorporated a variety of colors and patterns to give the buildings texture and depth, avoiding a monochromatic, repeating series of row houses.

We were involved in all aspects of the project, including providing full architectural design services, conducting site visits, site planning services and construction administration. The project was completed under budget and ahead of schedule.

project experience

new construction housing experience



DENALI VILLAGE ARMY FAMILY HOUSING FORT WAINWRIGHT, ALASKA

Project type: New Construction
 Services performed: Site Planning, Plans and Specifications, & Construction Administration
 Start and completion dates: June 2007 – September 2009
 Number of units: 200 Units
 Hard cost construction budget: \$73 Million
 Client: U.S. Army Corps of Engineers
 Client contact: Terry L. Stone, terry.l.stone@usace.army.mil, 907.753.5544
 A-E fees: \$375,000

Denali Village, designed to achieve LEED Silver certification, was built for U.S. Army families as a design-build collaboration with Osborne Construction Company. The scope of work included conceptual plans for the entire site, including associated supporting infrastructure. The two-story quad-plexes consist of 200 new 3- and 5-bedroom housing units.

In response to the Army Corps' desire to create more interesting and comfortable homes for Army families, we designed the housing buildings to include unique and welcoming characteristics for each individual unit. Striving to depart from a repetitive row-house appearance, we combined alternating unit plans, color schemes, and patterns to achieve a varied look and scale to what would otherwise be a long building of repeating elements.

We were involved in all aspects of the project, including providing full architectural design services, conducting site visits, site planning services and construction administration. The project was completed under budget and ahead of schedule.

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project experience

affordable housing experience



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project experience affordable housing experience

KCHA - Corinthian Apartments | SeaTac, WA | Site Investigation, Exterior and Interior Upgrades

KCHA - Riverton Apartments | Tukwila, WA | Exterior Repairs, Upgrades, Modernization, Cost Analysis, and Construction Administration

KCHA - Campus Court Exterior Upgrades | Des Moines, WA | Exterior Repairs, Upgrades, Modernization, Cost Estimating, and Construction Administration

KCHA - Eastside Terrace Exterior Upgrades | Bellevue, WA | Exterior Repairs, Upgrades, Modernization, Cost Estimating, and Construction Administration

KCHA - Cascade Apartments | Kent, WA | Exterior Repairs, Upgrades, Modernization, Cost Estimating, and Construction Administration

KCHA - Lake House Apartments | Shoreline, WA | Interior Repairs, Upgrades, and Modernization

KCHA - Briarwood Bldg Envelope Renovation | Shoreline, WA | Exterior Repairs and Modernization, Cost Estimating, and Construction Administration

KCHA - Riverton Terrace And Gustaves Manor Upgrades | King County, WA | ADA Upgrades, Interior and Exterior Renovations and Upgrades

KCHA - Mardi Gras, Munro Manor, Casa Madrona, And Plaza Seventeen | King County, WA | ADA Upgrades, Interior Renovations and Upgrades

Tacoma Housing Authority - Stewart Court Apartments | Tacoma, WA | Exterior Renovations

Tacoma Housing Authority - 1500 Block Hillside Terrace Apartments | Tacoma, WA | Interior and Exterior Modernization and Construction Administration

KCHA - Lakehouse Apartments | Seattle, WA | Design, Cost Estimating and Construction Administration for Upgrades

Tacoma Housing Authority - Hillsdale Heights | Tacoma, WA | Planning, Programming and Design: New Low and Moderate-Income Housing for 125 Units

KCHA - Briarwood | Shoreline, WA | Design and Cost Estimating for ADA Unit Conversion and Updates

Tacoma Housing Authority - Bergerson Terrace Apartments, Community Building and Maintenance Building | Tacoma, WA | Whole Site Renovation, Exterior and Interior Modernization

KCHA - Cascade Homes Community Building and Exterior Upgrades | Kent, WA | Design and Cost Estimating for Building Efficiency Upgrades

Tacoma Housing Authority - 1500 Block Hillside Terrace | Tacoma, WA | Interior and Exterior Renovation of Affordable Housing for 16 Units

Renton Housing Authority - Cedar Park Apartments | Renton, WA | Interior And Exterior Repairs, Upgrades, Modernization And Cost Analysis

Renton Housing Authority - Houser Terrace | Renton, WA | Design Programming, Cost Estimating through Construction (New)

Tacoma Housing Authority - 6th Avenue And North K Street Apartments | Tacoma, WA | Interior and Exterior Repairs, Modernization and Cost Analysis

Tacoma Housing Authority - South Lawrence Street and North G Street Senior Apartments | Tacoma, WA | Interior and Exterior Repairs, Upgrades, Modernization and Cost Analysis

Tacoma Housing Authority - South Wright Street Senior Apartments | Tacoma, WA | Interior and Exterior Repairs, Modernization and Cost Analysis

Pierce County Housing Authority - Chateau Rainier Apartments | Fife, WA | Due Diligence Investigation and Report, Exterior Renovations

KCHA - Southwood Square Apartments | Kent, WA | Due Diligence Site Investigation and Report, Interior and Exterior Repairs and Renovations

KCHA - Landmark Apartments | Bellevue, WA | Interior and Exterior Design for Emergency Damage Repairs, Upgrades and Modernization

KCHA - Cones Apartments | Seattle, WA | Due Diligence Site Investigation, Assessment Report and Preliminary Design

KCHA - Yardley Arms | Burien, WA | Design Programming Through Permit: Life Safety and Building Upgrades*

KCHA - Southridge House | Federal Way, WA | Design Programming Through Permit: Life Safety and Building Upgrades*

Seattle Housing Authority - Wedgewood Estates | Seattle, WA | Water Intrusion Investigation, Recommendations, Renovation and Construction Administration

KCHA - Six Building Upgrades | Interior and Exterior Renovations at Six Multi-Family Affordable Housing Facilities

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project experience affordable housing experience



KING COUNTY HOUSING AUTHORITY HIGHLAND VILLAGE APARTMENTS PHASE 1 BELLEVUE, WASHINGTON

Project type:	Renovation
Services performed:	Architectural and Civil Design
Start and completion dates:	2017-2018
Number of units:	64 Units
Hard cost construction budget:	\$3,500,000
Client :	King County Housing Authority
Client Contact:	Hugh Watkinson, hughw@kcha.org, 206.574.1230
A-E fees:	\$343,000

INNOVA Architects was hired in 2017 to plan the extensive renovations and redevelopment of 10 apartment buildings and 64 units at the Highland Village Apartments in Bellevue, Washington. The property was acquired by the Housing Authority to preserve affordable housing stock in an area that rents have been increasing rapidly. Since this is a tax-credit financed project, all the design and permitting had to be ready in 2017 so that construction could begin immediately in 2018 – maximizing the 2018 construction period.

The property was in need of major renovations and upgrades. At the onset of the project, we hosted a charrette with the entire design team and owner to review the whole program and ESDS requirements. The resulting project scope includes all new windows, siding, roofs, insulation upgrades, interior renovations, and civil site improvements.

The storm collection system for the existing multi-family complex was never constructed. Roof drainage was discharging near the surrounding buildings onto splash blocks causing excessive ponding and muddy areas.

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project experience

affordable housing experience



KING COUNTY HOUSING AUTHORITY — SOMERSET GARDENS APARTMENTS BELLEVUE, WASHINGTON

Project type: Renovation & Redevelopment
 Services performed: Architectural and Civil Design
 Start and completion dates: 2017-2018 (2018 Tax Credit)
 Number of units: 198 Units
 Hard cost construction budget: \$6.6 Million
 Client: King County Housing Authority
 Client contact: Hugh Watkinson, hughw@kcha.org, 206.574.1230
 A-E fees: \$150,000

INNOVA Architects was hired in 2017 to plan the extensive renovations and redevelopment of 198 apartments that are part of two neighboring courtyard style complexes for Somerset Gardens Apartments in Bellevue, Washington. As a tax-credit financed project, all the design and permitting had to be ready in 2017 so that construction could begin immediately in 2018 – maximizing the 2018 construction period.

The majority of project improvements are interior to the units, with some smaller units being combined to create larger family units. Since the project had to meet the ESDS requirements, we planned early for meeting these requirements as part of the overall project goals. The project included energy conservation upgrades, ventilation improvements, and all new interior finishes, as well as site improvements.

Located along the southern property boundary for this project was the on-site trench drain system. This system was designed to receive and infiltrate storm runoff from the site. While we were on site looking at the situation we discovered that some areas had ponding water during the rainy season, leading to poor walking conditions for the tenants in the yards around the buildings and also leading to water intrusion under the buildings. We developed a plan to correct this by adding yard drains in strategic locations which were quite easy to place and connect to our new roof drainage system, thereby correcting this problem. The result is no more standing water and a better living environment for the KCHA tenants. This is how we go above and beyond the normal design duties to look out for the best interest of housing authorities.

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project experience

affordable housing experience



KING COUNTY HOUSING AUTHORITY - CORINTHIAN APARTMENT UPGRADES SEATAC, WASHINGTON

Project type: Renovation
 Services performed: Architectural and Civil Design
 Start and completion dates: 2015-2017 (2016 Tax Credit)
 Number of units: 4 buildings & leasing office
 Hard cost construction budget: \$6.2 Million
 Client: King County Housing Authority
 Client contact: Hugh Watkinson, hughw@kcha.org, 206.574.1230
 A-E fees: \$161,800

INNOVA provided architectural services for this 2017 tax-credit funded project. The scope included upgrades and renovations to the four apartment buildings and the Cabana/Leasing Office. The buildings were constructed in the late 1960s - early 1970s. The Housing Authority acquired the property in order to help maintain quality affordable housing in the area. The project was completed on budget and on schedule.

The scope included evaluating the existing buildings and site conditions prior to implementing the design recommendations. One of the significant discoveries during the investigations was related to the stormwater system. It was discovered that the existing pipes ran under the pool and were damaged, leading to some of the site drainage issues that were reported. Using our in-house civil engineering team, we quickly proposed a solution to bypass the existing system and run a new stormline through the property. We worked with the client and the City to get this proposal approved and implemented within the time frame.

We worked closely with the architectural sidewalk design layout and with the landscape architect in order to select tree types and sizes that fit well for the locations and worked with the proposed new storm pipe installation plan. We also were able to connect the poorly drained parking lot areas that had in the past produced ponding water. We connect those catch basins to the new storm pipes to provide a superior drainage system in the parking lot. This will stop the paving from continuing to fail as it had done in the past, and we proposed placing new paving over the failed pavement areas to provide a like new parking lot in that area. Our work included coordination of other utilities such as water, sewer gas and power, as it related to coordination and or revisions needed for the renovation work being done.

In the end the project was a huge success. All exterior balconies were replaced and the windows and new siding provided for an updated and quality looking building. The civil upgrades provided not only new sidewalks, ADA ramps and accessibility, but a superior drainage system for all existing buildings and to the entire site, avoiding all risks associated with future swimming pool cracks, and providing drainage to the parking areas as well.

KEY PROJECT FEATURES

- Deck Replacements
- Unit Restroom reconfiguration/upgrades
- Domestic water system upgrades
- Window and Siding Replacement
- Laundry Room Renovations
- Office/Cabana Renovations
- Civil/Storm System upgrades
- Landscape Design including new walkways
- Coordination with Mechanical and Electrical Equipment

INNOVA

project experience

affordable housing experience



TACOMA HOUSING AUTHORITY — 1500 BLOCK HILLSIDE TERRACE APARTMENTS TACOMA, WASHINGTON

Project type: Renovation
 Services performed: Architectural Design and Bidding Specifications
 Number of units: 3 buildings & 16 units
 Hard cost construction budget: \$2,073,000
 Client: Tacoma Housing Authority
 Client contact: Steve Clair, sclair@tacomahousing.org, 253.207.4400
 A-E fees: \$214,830

INNOVA Architects was involved in the extensive interior and exterior modernization of this multifamily affordable housing complex located in Downtown Tacoma. We provided the designs and bidding specifications for this 23,763 square-foot development area, which consisted of 16 dwelling units and 3 buildings. INNOVA also provided public bidding support and construction administration services.

KEY PROJECT FEATURES:

- Removal and Containment of Asbestos
- New Bathroom Fixtures and Surrounds
- Replacement of all Cabinets and Countertops
- New Flooring in all Units
- Removal & Replacement of all GWB Surfaces
- New Ventilation System and Duct Work
- New Plumbing, Piping and Fixtures
- Repainting of all Surfaces
- Replacement of all Doors and Hardware
- Removal and Replacement of all Exterior Roofing and Siding Materials
- Replacement of Exterior Lighting System
- New Entry Porch Roofs and Revised Shed Roofs with an Appealing Gable Style
- New Training Room – 282 SF
- Relocated Play Area
- New Handrails, Brackets, Pickets, Guardrails
- New Landscaping and Irrigation System
- Addition of New ADA Ramp Access
- New Paving Throughout

INNOVA

project experience

community center experience



INNOVA

project experience

community center experience

INNOVA Architects has designed and renovated more than 50 community projects throughout the past 20 years. This experience includes multipurpose meeting facilities, arts and craft areas, dining rooms with commercial kitchens, gymnasiums, laundry facilities, locker room and shower facilities, teen centers, child care areas and senior centers:

Algona City Hall and Community Center | Algona, WA
Lake Wilderness Beach House | Maple Valley, WA
Snake Lake Nature Center Renovation - Metro Parks Tacoma | Tacoma, WA
People's Community Center Renovation - Metro Parks Tacoma | Tacoma, WA
Portland Ave Community Center Renovation - Metro Parks Tacoma | Tacoma, WA
South Park Community Center Renovation - Metro Parks Tacoma | Tacoma, WA
Seattle Parks & Recreation - 5 Community Center Evaluations | Seattle, WA
Kent Commons Recreation Center Master Plan | Kent, WA
Boys and Girls Club Annex | Bainbridge Island, WA
Lacey Senior Center | Lacey, WA
Kent Senior Activity Center | Kent, WA
Hillcrest Terrace Community Building | Renton, WA
Grays Harbor YMCA Community Recreation and Aquatic Facility | Hoquiam, WA
Northhaven Senior Housing Renovation | Seattle, WA
Olympia Community Center | Olympia, WA
Sherwood Senior Community Center | Sherwood, OR
Bainbridge Island Recreation Center | Bainbridge Island, WA
City of Auburn Community Center | Auburn, WA
Marshall Community Recreation Center | Vancouver, WA
South Whidbey Island Youth Center | Whidbey Island, WA
Camas/Washougal Recreation Center | Camas, WA
Aberdeen Recreation Center | Aberdeen, WA
Longview Community Recreation Center | Longview, WA
Lynnwood Community Center Renovation, Addition, and Office Remodel | Lynnwood, WA
Preston Activity Center | Preston, WA
Arlington Community Multipurpose Center | Arlington, WA
Clark County Community Center | Clark County, WA
Hillsboro Community Center | Hillsboro, OR
Issaquah Community Center Design Competition | Issaquah, WA
Mountlake Terrace Community/Recreation Pavilion Expansion | Mountlake Terrace, WA
Multipurpose Community Center (Washington State Patrol)
Woodburn Community Center Study | Woodburn, OR

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project experience

community center experience



ALGONA CITY HALL AND COMMUNITY CENTER ALGONA, WASHINGTON

INNOVA worked with the City of Algona to construct a new civic building that houses the City Hall and a Community Center. INNOVA's first task was to perform an assessment comparing the options of purchasing an existing building versus constructing a new one. Based on that evaluation, it was determined that a reasonably sized new building was not only a cost effective option, but would avoid having to compromise on the program and design.

The City Hall occupies the second floor, over the Community Center. The building was designed as a Risk Category IV building under the current code, which anticipates that it could serve the community in case of emergency and disaster needs. The City Hall includes Council Chambers, reception, the Public Works Department, meeting rooms, a kitchen/staff break room, and an office for the mayor and his staff.

The Community Center includes a large Multi-Purpose Room with a stage at one end facing a wall that opens up directly to the adjacent park with a large overhead type door. Around the central Multi-Purpose space is a commercial kitchen, a computer room, game room, privacy room, and meeting room, as well as space for staff.

The project is anticipated to be LEED Silver Certified.



INNOVA

project experience

community center experience



SEATTLE PARKS & RECREATION COMMUNITY CENTERS CONDITION ASSESSMENTS & ANALYSIS STUDIES

SEATTLE, WASHINGTON

INNOVA Architects has been hired multiple times by Seattle Parks & Recreation to perform a variety of architectural and engineering study's for community centers. The purpose of these evaluations are to summarize the current condition of the facilities and provide Seattle Parks & Recreation a working tool for identifying and planning necessary upgrades and maintenance improvements. The report format that we have created for these studies have been well received, resulting in repeat requests for our services.

The reports clearly identify code compliance and design needs; particularly those related to the American with Disabilities Act (ADA), along with structural/seismic needs. Additionally, our report highlights recommendations that can be considered for their benefit in operational cost savings.

- Magnuson Community Center
- Lake City Community Center
- Magnolia Community Center
- South Park Community Center
- Ballard Community Center
- Amy Yee Tennis Center
- Madrona Bathhouse Theater
- Daybreak Star at Discovery Park
- Magnuson Building 30 Truss Evaluation
- Ballard Community Center
- Ravenna-Eckstein Community Center
- Colman Pool

KEY PROJECT INITIATIVES:

- Building Investigation and Analysis
- Invasive and Non-invasive Building Science Techniques to Diagnose Hidden Moisture Intrusion of Building Envelope
- New Layout and Entry Concept Designs
- Evaluation of Electrical Systems
- Evaluation of Structural Elements
- ADA Accessibility Code Analysis
- Analysis of HVAC Systems for Efficiency
- Review of Lighting Conditions for Efficiency
- Design and Construction Documents
- Cost Estimating
- Construction Administration

INNOVA
architects

19

project experience

community center experience



LAKE WILDERNESS PARK BEACH HOUSE

MAPLE VALLEY, WA

The new Lake Wilderness Park Beach House replaced a 45 year old version that was deteriorating and no longer met the programmatic requirements. Over the past decades, the purposes and way the beach house is used has evolved. The current needs include more restroom stalls, a beach shower, a larger lifeguard and staff area, more room for improved concessions, and a space for boat and paddleboard rentals. The latter is very popular and has become a significant use that helps with operational costs.

As a focal point for many of the festivities in Lake Wilderness Park, the building not only serves the multiple functions needed, but is also a beautiful presence in the park. The location of the building is shared with a grove of mature fir trees, and acts as a threshold between the beach users and an amphitheater lawn. The new building is designed to serve both users equally. The restrooms are located off a breezeway that provides access from both sides of the building. Likewise, the concessions windows are visible from multiple directions and allow for versatile events and staffing options.

The new Lake Wilderness Beach House's design perfectly achieves the necessary objectives. Without losing a single tree, the masonry building snakes through the grove with a horizontal strip pattern that contrasts with the vertical trunks of the fir trees. The upper framed part of the building soars up into the sky and tree branches, with a metal roof and wall panels that provide natural light and ventilation for the indoor spaces.



TOTEM LAKE PARK RESTROOM AND SPRAYGROUND

KIRKLAND, WA

INNOVA designed this new park restroom structure at Totem Lake Park in Kirkland. The structure includes three gender-neutral restroom that are ADA accessible. It also includes a room for storing maintenance supplies that is also a mechanical chase. In addition, the building accommodates heating for year-round use, with a wall system that meets the energy code for insulation requirements. The work includes the demolition of the existing Yuppie Pawn Shop building on the site, structural engineering design for the floor slab with pile foundation system, roof framing, grading and drainage, building roof drains, and site stormwater design. INNOVA also provided conceptual designs for a possible sprayground at the park.

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architects

20

project experience

community center experience



METRO PARKS TACOMA FOUR COMMUNITY CENTERS ASSESSMENT AND RENOVATION DESIGN

TACOMA, WASHINGTON, USA

Metro Parks Tacoma chose INNOVA Architects (previously ORB) to provide assessments and design upgrades to four of its community centers — People's, South Park, Portland Avenue, and Snake Lake Nature Center. The goal of the project was to perform building assessments on the four community centers, provide realistic cost estimates for the owner's review, then subsequently create construction documents to implement the recommendations. The work had to be done without disrupting normal day-to-day operations at the facilities.

INNOVA and our team of subconsultants with expertise in engineering and building science performed a technical review of the building envelopes, employing the latest infrared moisture-location technology. The building conditions required more extensive rehabilitation than the owner had anticipated, and INNOVA worked with the project manager to pinpoint the most critical elements of the building upgrades that would work within the given budget.

In addition to other design improvements, the most dramatic change involved the entry to the Portland Avenue Community Center. INNOVA redesigned it to make it more inviting and light-filled, and to improve the visibility to the parking area.

KEY PROJECT INITIATIVES:

- Building Investigation and Analysis
- Invasive and Non-invasive Building Science Techniques to Diagnose Hidden Moisture Intrusion of Building Envelope
- New Layout and Entry Concept Designs
- Evaluation of Electrical Systems
- Evaluation of Structural Elements
- ADA Accessibility Code Analysis
- Analysis of HVAC Systems for Efficiency
- Review of Lighting Conditions for Efficiency
- Design and Construction Documents
- Cost Estimating
- Construction Administration

Client Contact:

Kenyon Cornwall, Project Manager
Metropolitan Parks District of Tacoma
4702 South 19th Street
Tacoma, WA 98405
253.305.1082 | kenc@tacomaparks.com



project experience

community center experience



CITY OF KENT SENIOR ACTIVITY CENTER

KENT, WASHINGTON, USA

INNOVA Architects (previously ORB) provided design and construction administration services for Kent Parks, Recreation and Community Services to convert a greenhouse area for the Senior Activity Center into multipurpose rooms. This project was completed on time and within the client's budget.

The Kent Senior Activity Center is a 21,000-square-foot facility open to men and women, age 50 plus, living in the Kent area. Individuals and groups take part in programs, activities and services which enhance their dignity, support their independence and encourage their involvement in the community.

INNOVA designed the renovation of approximately 800 square feet of under-utilized greenhouse space so that it can be optimized as approximately 1,300 square feet of multipurpose rooms and classrooms. The renovated space allowed for the Senior Activity Center to expand their popular program offerings.

The design carefully considered the center's proximity and orientation to both the adjacent Mill Creek Earthworks Park and the sun. In order to maximize functionality and natural light and ventilation to the new spaces and even to the common area inside the building, a series of glazed doors were used under a pedestrian walkway canopy. This, in addition to the clerestory windows, bounced light deep into the space, while minimizing direct glare and heat gain.

Electric lights and mechanical air systems are controlled so as to reduce power use. In addition, the interior walls are operable and glazed, allowing the central common space to be more usable. During summer events, the walls and doors can be opened to create a connection all the way from inside the senior center to the park outside.

KEY PROJECT FEATURES:

- Multipurpose Rooms
- Meeting rooms
- Classrooms
- Gathering Space
- Improved Access
- Improved Heating & Ventilation

Client Contact

Lori Flemm, Director (formerly with Kent Parks)
Lacey Parks & Recreation
PO Box 3400
Lacey, WA 98509
360.438.2633 | lflemm@ci.lacey.wa.us



project experience

aquatic experience



EASTMONT AQUATIC CENTER

EAST WENATCHEE, WASHINGTON

The Eastmont Aquatic Center was built in 1973 and most of the building systems were at the end of their useful life. The Pool is owned by the Eastmont Metropolitan Parks District and operated by the local YMCA. It is a heavily used pool, since it is the only full-sized indoor, year-round pool operating in the Wenatchee area. Retaining this resource for the community is vitally important.

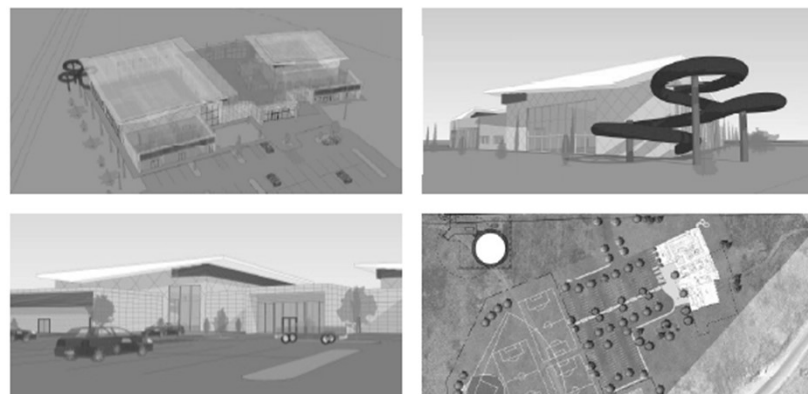
INNOVA was selected in 2017 to follow up a past feasibility study and validate the program and budget. To accomplish this, we performed a full facility condition assessment and make recommendations for upgrades, based on the highest priorities and strategized to fit within the parks district budget. Subsequently, our team provided full design services for upgrades and additions to the facility.

The upgrades included new all new HVAC systems, pool mechanical systems, and electrical upgrades - including lighting replacement. Additionally the scope included some renovation upgrades with a renovated lobby, and a new addition to serve the staffing needs.

Construction is expected to be performed in 2019.

project experience

aquatic experience



AIRWAY HEIGHTS AQUATIC & RECREATION FACILITY

AIRWAY HEIGHTS, WASHINGTON

INNOVA Architects teamed with Absher Construction on a progressive Design-Build proposal for a new recreation and aquatics facility in Airway Heights, Washington. The program was refined and a 30% design and construction cost proposal was presented to the stakeholders group, City Council, and at a public Open House.

A major challenge of this project was working to achieve the project goals within the budget provided. The site was at the far end of town and we felt that the success of the project ultimately relied on its ability to be operated and maintained efficiently. It also had to be an attraction that would draw users out to this location.

Working closely with Absher Construction, we developed a concept that could be phased and expanded as budgets allowed, while meeting all of the program elements requested. As we worked with the client to refine the program, we discussed the operating procedures that allowed us to look at spaces with combined functionality that could be put to use at all hours of the day, for multiple user groups.

KEY PROJECT FEATURES:

- 4-Lane Exercise/Activity Pool
- Teaching Areas
- Zero-Depth Entry
- Lazy River/Current Channel
- Kiddie Pool with Bubblers
- Water Play Structures / Water Table
- Water Slide
- Tots Pool
- Wellness Pool
- Whirlpool / Spa
- Locker Rooms - Men's, Women's, Family
- Gymnasium
- Fitness Center
- Party Rooms/Aerobic Rooms
- Multipurpose Spaces
- Administrative Areas
- Lobby "Community Living Room"
- Child Minding Area

project experience

aquatic experience



PEOPLE'S COMMUNITY CENTER POOL AND AQUATICS FACILITY PROGRAM AND CONCEPT DESIGN | CITY OF TACOMA PUBLIC WORKS DEPARTMENT TACOMA, WASHINGTON, USA

City of Tacoma sought to develop a distinctive aquatic complex in the Hilltop Neighborhood that would attract the community and invite participation. INNOVA Architects assisted TCF Architecture in the collaboration with stakeholders and Steering Committee to identify and evaluate alternatives for renovation of People's Community Center to provide a venue for aquatic activities. Together we provided the conceptual design, code and zoning analysis, economic analysis, and cost estimating, and summarized findings in a final report.

The aquatic facility was designed to create an open, public face for the People's Center. An indoor/outdoor waterslide located at the corner of the building will act as a "sign board" and large, operable glazed wall panels allow for the activity to be viewed from outside, as well as expand the functionality in the warm season.

The programming took a multi-generational approach by prioritizing features that are sensitive to all abilities—from toddlers to older adults to people with limited physical mobility. The features included a range of spray toys, a lazy river (for current floating and low-impact resistance walking); a waterslide that will attract teens; a zero-depth entry leisure pool with ADA accessible ramp; bubble pool; tot pool; 2-lane lap pool; indoor/outdoor spray ground; and multipurpose rooms.

The final pool construction documents were completed by others based on our concept design and study. When the pool opened in 2016, it remained true to our design.

project experience

aquatic experience



MARSHALL COMMUNITY CENTER POOL VANCOUVER, WASHINGTON

INNOVA Architects (previously ORB) teamed with Enginuity Systems to help evaluate, recommend, and execute upgrades to the existing Marshall Community Center Pool. The original pool was built in 1964, with multiple renovations and upgrades since that time.

A primary motivation for the project is to relocate the pool mechanical room from its original location, which was in a confined space and difficult to maintain, to an entirely new location that would facilitate easier maintenance, as well as provide for standardized maintenance procedures with their newer community pool across town.

Additionally, the parks staff requested renovations to an existing Family Changing Room and Lifeguard area so that (2) additional Family Changing Rooms and (2) ADA restrooms could be added for pool users. Based on a full evaluation of the pool facility, we provided specific recommendations that aligned with the budget. Scope items include replacing the entire pool gutter system, replacing the Main Drains to be VGBA compliant, re-building much of the pool deck area for better drainage, building a new pool mechanical system (including a surge tank, filters, pumps and chemistry control), and a small exterior addition for the pool chemicals.

The construction cost for the project was \$3.2 Million. The project was completed in 2017.

project experience

aquatic experience



CITY OF ISSAQUAH JULIUS BOEHM POOL

ISSAQUAH, WASHINGTON

INNOVA Architects (previously ORB) provided design and construction administrative services for the renovation and small addition of added family changing rooms, to the Julius Boehm Pool, located downtown Issaquah. Originally constructed in 1971, this pool was in need of a complete pool tank refinishing and much needed Mechanical and Electrical upgrades, as well as new finishes throughout.

PROJECT SCOPE:

- Evaluation of Existing Facility
- Field Investigation and Analysis
- Interior Design Analysis
- Pool Tank Code Analysis
- Pool Mechanical System Analysis
- Cost Estimation
- Recommendation and Report
- Full Design Services
- Value Engineering
- Construction Administration

KEY PROJECT FEATURES:

- Swimming Pool Tank Refinishing
- Dressing Room Expansion
- New ADA and Family Changing/Rest Rooms
- New Interior Finishes, ie. Carpet, Paint, Tile, Accessories, Partitions and casework
- HVAC, Plumbing and Electrical Systems replacement/repair
- Swimming Pool Mechanical Systems replacement/repair

project experience

aquatic experience

DREAM Designs

Aquatics International
2009 Leisure Pool Facility



OTHELLO RECREATION AND COMPETITION SWIMMING POOL FACILITY

OTHELLO, WASHINGTON, USA

INNOVA Architects (previously ORB) worked with the Othello Park and Recreation District to meet the City's design-build criteria and prepare designs and documentation for a new pool facility on the existing site. This project included a complete demolition of the entire area to construct a new pool facility with the current bathhouse remaining as a converted mechanical building. The design-build team, which included Apollo Construction and WMS Aquatics, worked closely with the City of Othello staff and pool advisory committee to develop the program and deliver a product that exceeded their expectations. Pool Ground-breaking Ceremonies took place on January 12, 2007. Othello Pool opened to the public on July 9, 2007, in accordance with the fast-tracked schedule.

KEY PROJECT FEATURES:

- Zero-Depth Leisure Pool – 2,800 sq. ft.
- 25-Yard, 6-Lane Lap Pool
- Lazy River Feature
- Water Slide
- Men & Women Dressing Rooms
- Bleacher Area
- Interactive Outdoor Spray Park Features
- Bathhouse – 2,500 sq. ft.
- Pool Deck and Multiple Lawn Areas – 15,000 sq. ft.
- Conversion of Former Bathhouse into Mechanical Building, Concessions and Classroom

Client Contact:

Ehman Sheldon, City Administrator
City of Othello
500 East Main Street
Othello, Washington 99344
509.488.5686 | 509.488.0102 fax | administrator@othellowashington.us

project experience aquatic experience



MEMORIAL COMPETITION POOL, LEISURE POOL, SPRAY PAD AND BATHHOUSE PASCO, WASHINGTON, USA

Memorial Pool, an L-shaped, 8-lane 50-meter pool/6-lane 25-yard pool was at the end of its useful life, and mechanical systems were increasingly costly to maintain and operate. The lack of exciting water features also limited the number of visitors the pool received and didn't serve as broad a market as the City of Pasco would have liked. The facility's bathhouse was not in compliance with ADA accessibility requirements, and the floor, walls, configuration, and fixtures were all in need of upgrading.

The design team evaluated numerous possibilities for maximizing the \$3.1 million City budget, including considering changes that would improve both the operating performance and appeal of the facility. The final result for the main competition pool was a brand-new stainless steel and PVC-fused Myrtha pool that was inserted into the concrete shell of the old one – a very economical option. Replacing the existing gutter system with one that was flush the pool's deck resulted in 18 additional inches of depth, which improved competitive swimming conditions and, combined with a restoration and rotation of the diving board, made competitive diving possible again.

In addition, the under-utilized wading pool was replaced with a 3,600-square-foot zero-depth leisure pool. The beach-like entry accommodates the smallest of visitors and the wheelchair-bound. The leisure pool boasts two new slides that add to the excitement of the new aquatic experience and appeal to thrill-seeking teens. A half-acre of lawn adjacent offers a comfortable area for picnicking, play, relaxation, and observation. The renovation also includes a new splash pad with interactive water toys and geysers.

The bathhouse building was removed down to the foundation/basement and reconfigured to include new stalls, lavatories, showers, urinals, lockers, staff facilities, and the addition of a family changing room. The enhanced layout improved functionality and is fully accessible as ADA standards require.

The project was scheduled between swim seasons to avoid a negative impact on the community and the facility's revenue. Even with the addition of owner-requested scope expansions, the project stayed on schedule.

Client Contact:

Stan Strebel, Community Services Director
Pasco Parks and Recreation Department
PO Box 293, 525 N Third Ave
Pasco, WA 99301
509.543.5757 | strebels@ci.pasco.wa.us



project experience aquatic experience



2004 Spotlight Award
Special Use Facility



STEWART HEIGHTS OUTDOOR ZERO-DEPTH POOL AND COMMUNITY FACILITY TACOMA, WASHINGTON, USA

INNOVA Architects (previously ORB) completed the planning, design, and construction administration for the Stewart Heights aquatic facility project on behalf of Metro Parks Tacoma. This project replaced an outdated pool facility with an 8,500-square-foot zero-depth leisure pool with numerous interactive water play features and equipment including a 3-tiered children's play structure, interactive water cannons and equipment, a spray arch, a 155-foot-long water slide and a 160-foot-long lazy river feature.

The aquatic facility also includes a 6,000-square-foot bathhouse and a 2,000-square-foot meeting and concession area. The pool area features large sunning decks with beach umbrellas and picnic tables.

This pool facility has reportedly been such a great success that it has set a standard for the pool concept and level of quality and design for future planned public pool facilities in Tacoma.

KEY PROJECT FEATURES:

- Zero-Depth Leisure Pool – 8,500 sq. ft.
- Water Slide – 155 lineal ft.
- Lazy River Feature – 160 sq. ft.
- Interactive Play Equipment
- Meeting and Concession Area
- 2 Mechanical Rooms
- Sunning Decks with Beach Umbrellas
- 5 Lap Lanes
- Tots Pool
- Bubble Pit
- Bathhouse
- Picnic Tables
- Volleyball Court

"You were able to keep within a constantly changing budget, and navigated through a myriad of obstacles thrown in your way. The community is very proud of the project, and you should be, too."

— Curtis Hancock

Client Contact:

Curtis Hancock, Project Manager
Metropolitan Park District of Tacoma
4702 South 19th Street
Tacoma, WA 98405
253.305.1052 | curtish@tacomaparks.com



project experience aquatic experience



SPRAYGROUNDS AT JEFFERSON PARK, MCKINLEY PLAYFIELD, AND SOUTH PARK TACOMA, WASHINGTON, USA

INNOVA Architects (previously ORB) worked with Metro Parks to design three new sprayground conversions to replace these three outdated wading pools which were no longer in compliance with health and safety codes. This project type was new to the client, so they selected ORB to work with them to conduct studies in order to establish new guidelines and standards for all future Metro Parks Tacoma spraygrounds.

We performed an analysis of systems, design, and water usage that would guide the replacement of sprayparks citywide. A key component of this analysis was water usage. Systems for flow-through, recovery for irrigation, and recirculating systems were all compared for up-front costs, life-cycle cost, and water usage. Our study determined that for the specific configurations and sizes of these sprayparks, the recirculating system worked best.

Each are individually designed to integrate with existing playground features. INNOVA Architects supported public meetings at each neighborhood with kids and community groups to review spray park options. The project scope also included the addition of recirculation/filtration/sanitation systems and supporting mechanical and electrical systems, asphalt paving and markings, gravel surfacing, chain-link fencing, storm drainage, landscaping, irrigation and site lighting.

KEY PROJECT FEATURES:

- Removal of Existing Wading Pools and Play Equipment
- Restroom Renovations and Sanitary Drain Line Replacement
- Parking Lot Renovations
- Variety of New Ground Spray Features
- Variety of New Pole Spray Features
- Water Service and Storm Overflow to Support Spray Parks
- Resurface Tennis Courts and Basketball Courts
- Park Furnishings
- Restoration of Adjacent Ballfields
- Landscaping

Client Contact

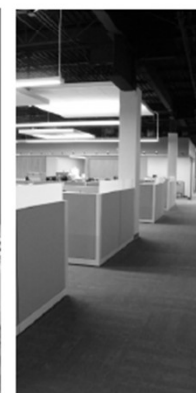
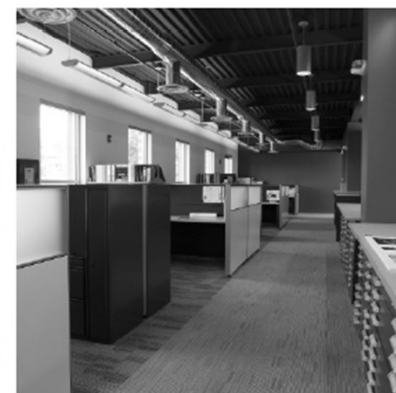
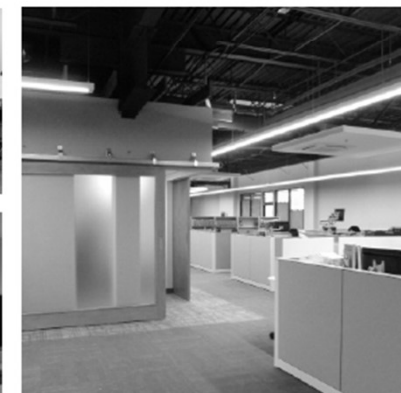
Curtis Hancock, Project Manager
Metropolitan Parks District of Tacoma
4702 South 19th Street
Tacoma, WA 98405-1175
253.305.1052 | curtish@tacomaparks.com

The new sprayparks offer relatively economical maintenance – the Operation and Maintenance costs are the same, but with the extended season and hours, plus the threefold increase in attendance, the cost per hour and the cost per attendee decreased by 60%, allowing Metro Parks to better serve residents, without spending more money.



firm experience office and commercial experience

Housing Authority of Snohomish County Office T.I. | Everett, WA
Valley View Professional Building Office T.I. | Renton, WA
Food Lifeline Distribution Center Office T.I. | Seattle, WA
Milgard Windows and Doors Office T.I. |
Pet Food Experts Office T.I. |
Walter E. Nelson Company Office T.I. |
Orion Aerospace Manufacturing and Training Facility and Office T.I. |



firm experience

office and commercial experience



VALLEY VIEW OFFICE BUILDING

RENTON, WASHINGTON, USA

Sited on a dramatic location overlooking a ravine and enveloped by trees, this 2-story, 26,000-square-foot building is oriented to take advantage of the beautiful scenery and natural grades, and to optimize sun angles. The project site is 5.46 acres and allows for a green and natural environment, including a possible future city trail, and ensures stream water protection. Landscaping consists of native and adapted plants to reduce irrigation requirements and conserve water resources. The building maximizes sustainability and is a LEED-qualifying environmentally conscious building.

INNOVA Architects (previously ORB) also designed a new office space in the building that includes a reception and visitors' waiting area, individual and collaborative work spaces, kitchen and dining area, conference room, IT room, library, and storage.

KEY DESIGN FEATURES:

- Site Landscaping and Roofing Materials Designed to Reduce the "Heat Island" Effect
- Storm Water Retention and Biofiltration to Reduce Contamination in Neighboring Stream
- On-Site Lighting Designed to Reduce Sky-glow and Increase Night Sky Access
- Use of Building Materials that Consider Recycling and Forest Stewardship Council Criteria
- Facilities for Collection and Recycling of Paper, Corrugated Cardboard, Glass, Plastic and Metals
- Garage Level with Secure Bicycle Parking
- Low-emitting Paints, Coatings and Carpets to Reduce the Quantity of Odorous, Irritating Air Contaminants
- Connection Between Indoors and Outdoors Through Introduction of Daylight and View Into Regularly Occupied Areas of the Building
- Men's and Women's Restrooms on Both Floors with Dual-Flush Toilets and Low-Flow Urinals
- Men's and Women's Shower Facility

INNOVA

key personnel resumes

innova



SCOTT RHODES, NCARB

Lead Architect
Project Manager

REGISTRATION

RA - WA, ID, AZ, ND, OR
NCARB

EDUCATION

Bachelor of Architecture
(1994)

YEARS EXPERIENCE

24

Scott has over 24 years experience in the architectural field. He has worked on a large variety of projects, including: multi-family developments, retail and hospitality, medical, manufacturing, industrial, tenant improvements, federal DoD projects, and historical renovations. At INNOVA, Scott has been responsible for the design of multi-family apartments totaling over \$125 Million in construction costs and 450 units in the Pacific Northwest.

King County Housing Authority – Highland Village Phase 2 | Bellevue, WA

Design for the construction of a new \$11 million, 3-story, 36-unit apartment building

McCarver Heights Apartments | Tacoma, WA

Design of a new multi-family 105-unit development located in the MLK mixed-use district of Tacoma.

Silver View Apartments | Tacoma, WA

Design of a new multi-family 160-unit garden style development.

Tacoma Terrace Apartments | Tacoma, WA

Design of new multi-family development.

The Henry Apartments | Tacoma, WA

Quality control, value engineering, bathroom design, unit simplification and redesign, and envelop detailing for new 161-unit multi-family housing over commercial development.

Bayshore Apartments | Juanita, WA

Design-build of six-plex over structured parking and storage.

CEP Puyallup Master Plan | Puyallup, WA

Design of 160 garden style apartment units, 2 five over one podium style building with 105 units each, plus clubhouse, rental space, and amenities.

Olympus Hotel | Tacoma, WA

Historic renovation of the Olympus hotel, originally built in 1918. Most of the interior was recreated from what was left of the historical architectural fabric.

Ford Building | Tacoma, WA

Historical renovation and seismic upgrade of a 1910 Ford dealership. This building was renovated and made ready for tenants at the best value to the client. The paint scheme is the original 1910 from historical research.

Covington Community Church | Covington, WA

Master planning of 10-acre site and design for the Covington Fellowship Church for a new unique vision, which melds church, associated ministry, and retail into one development.

INNOVA

key personnel resumes

innova



SCOTT SALADIS

Lead Design
Associate /
ESDS Coordinator

EDUCATION

Completed IDP through
NCARB - 2016
AAS in Design - 2001

YEARS EXPERIENCE

20

Scott has over 20 years of experience in the industry, working as both a contractor and a designer on a wide range of projects, including residential homes, multi-family housing, tenant improvements, and a variety of military projects.

As a design professional, he has been involved in many aspects of projects, from Schematic Design through Construction Administration. Scott is responsible for team workflow and project infrastructure, along with consultant and client coordination. With his dual experience as both a designer and contractor, Scott understands efficient workflow, strong design, and innovative problem solving are keys to a successful project outcome.

King County Housing Authority – Highland Village Phase 2 | Bellevue, WA

Feasibility study that validated the construction of a new \$11 million, 3-story, 36-unit apartment building. Scott provided ESDS coordination for this project.

McCarver Heights Apartments | Tacoma, WA

Design of a new multi-family 78-unit development located in the MLK mixed-use district of Tacoma.

Silver View Apartments | Tacoma, WA

Design of a new multi-family 160-unit garden style development.

Denali Village Army Family Housing | Fort Wainwright, Fairbanks, AK

Site Planning, Design and Construction Administration of 200 Mixed-Type Units

Siku Basin Army Family Housing | Fort Wainwright, Fairbanks, AK

Site Planning, Design and Construction Administration of 120 Mixed-Type Units

Air Force Family Housing, Phases I, II, III, and IV | Eielson Air Force Base, Fairbanks, AK

Design and Construction Administration of 349 New and 104 Renovation Mixed-Type Units with Play Areas and Bike Path

Renton Housing Authority Hillcrest Terrace Community Building | Renton, WA

Cost Estimating and Value Engineering for New 2,000 SF Community Building for a Senior Housing Complex

Tacoma Housing Authority – 60th and McKinley Hillsdale Heights Master Plan | Tacoma, WA

Planning, Programming and Design: New Low and Moderate-Income Housing

Algona Community Center and City Hall | Algona, WA

Pre-Design, Design Development, and Construction Administration

Lake Wilderness Beach House | Maple Valley, WA

Pre-Design, Design Development, and Construction Administration

Lacey Senior Center Renovation | Lacey, WA

Building Investigation, Pre-Design Community Workshops, Cost Estimating, and Value Engineering

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key personnel resumes

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CHRIS HARPER

Design and Production
Associate

EDUCATION

Certified in drafting with specialty in architectural drawings, Between the Lines - 1997

Aviation, San Jose
University - 1991

YEARS EXPERIENCE

22

Chris is a strong technical designer with years of experience working for architects and builders. He is licensed in Revit, and his broad exposure to the design and construction fields provides our team with excellent technical know-how.

King County Housing Authority – Highland Village Phase 2 | Bellevue, WA

Preparation of a feasibility study that validates the construction of a new \$11 million, 3-story, 36-unit apartment building that maximizes the affordable housing available at the Highland Village site. The feasibility phase included working with city planning to accommodate the zoning and design review requirements.

McCarver Heights Apartments | Tacoma, WA

Design of a new multi-family 105-unit development located in the MLK mixed-use district of Tacoma. The project was approved for the available property tax exemptions, which is made available to properties able to provide needed housing in the Downtown Tacoma market. Community assets provided by this project include contribution to the transit agency for installation of a bus shelter near the project.

Silver View Apartments | Tacoma, WA

Design of a new multi-family 160-unit garden style development. Because the site offers views of the water and mountains, INNOVA designed the units and oriented the buildings so that 100% of the units have views of either the water or the Olympic mountains. INNOVA worked with Kitsap Transit to develop a ride share program, a bus stop, and offer transit passes to the tenants who will live in this new facility.

The site includes a pedestrian trail around the entire perimeter of the 7-acre site and includes a park and dog run on top of the hill with views of the water and mountains. The club house offers a large outdoor patio area for banquets and gatherings, as well as a large inside community space for tenants to use for meetings or social events. Within the club house is a fitness center, a large multi-purpose room, and leasing offices.

1925 I Street & 1940 Yakima | Tacoma, WA

Design of new multi-family development located in Downtown Tacoma. The project is in a mixed use zoning district and has strict design guidelines which must be met as part of an administrative design review process for the city, which is part of the same process by which owners of housing projects may seek property tax credit.

King County Housing Authority – Highland Village Phase 1 | Bellevue, WA

Extensive renovations and redevelopment of 10 apartment buildings and 64 units at the Highland Village Apartments. The property was in need of major renovations and upgrades. The project scope included all new windows, siding, roofs, insulation upgrades, interior renovations, and site improvements.

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key personnel resumes

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**PAUL MCCORMICK,
PE, SE**

Lead Civil Engineer

REGISTRATION

PE - WA, #32191
SE - WA, #32191

EDUCATION

BS, Civil Engineering
University of Washington,
Seattle, WA (1990)

PROFESSIONAL AFFILIATIONS

Society of American
Military Engineers

YEARS EXPERIENCE

28

Paul McCormick, founder and CEO of INNOVA, has 28 years of experience in a wide range of civil and structural projects. A licensed civil and structural engineer in Washington State, Paul has spent most of his career providing Architectural and Engineering services throughout the Puget Sound region.

KCHA Highland Village Phase 2 | Bellevue, WA

Lead Civil Engineer for this new construction affordable housing project. The project included the design of a storm system for the roof drainage, surrounding landscaped area, and playground. The existing water system was required to be abandoned, and the installation of a new water main along with domestic and fire system was required. The existing sewer also needed to be abandoned and capped in place with a new connection to the Lead sewer manhole.

McCarver Heights Apartments | Tacoma, WA

Lead Civil Engineer for the design of a new multi-family 105-unit development located in the MLK mixed-use district of Tacoma.

Silver View Apartments | Tacoma, WA

Civil Engineer for the design of this new multi-family 160-unit garden style development.

Tacoma Terrace Apartments | Tacoma, WA

Lead Civil Engineer for the design of this new multi-family development.

1925 I Street & 1940 Yakima | Tacoma, WA

Lead Civil Engineer for the design of new multi-family development located in Downtown Tacoma. The project is in a mixed use zoning district and has strict design guidelines which must be met as part of an administrative design review process for the city, which is part of the same process by which owners of housing projects may seek property tax credit.

KCHA Highland Village Phase 1 | Bellevue, WA

Lead Civil Engineer for this new construction affordable housing project. The project included the design of a new tight-lined storm system for the roof drainage discharged from nine separate buildings on the site. Due to the limited space available onsite two separate ponds were required.

KCHA Corinthian Apartments | SeaTac, WA

Lead Civil Engineer for this new construction affordable housing project. The project included the evaluations of each building's roof drainage lines the approved plans were assembled which utilized a large portion of the existing system. New yard drains and drains lines were installed to route the drainage through the court yard and connect to the existing structure that drained to the public drainage system. This layout and design required minimal disturbance to the existing landscaping and walkways.

key personnel resumes

innova



**STEVE T. NELSON,
PE**

Civil Engineer

REGISTRATION

PE - WA #43204

EDUCATION

BS, Civil Engineering
Washington State
University - Pullman, WA
(1989)

YEARS EXPERIENCE

29

Steve Nelson has 29 years of experience in civil engineering design and analysis and is responsible for managing civil design groups with focus on multi-family housing and industrial developments.

KCHA Highland Village Phase 2 | Bellevue, WA

Civil Engineer for this new construction affordable housing project. The project included the design of a storm system for the roof drainage, surrounding landscaped area, and playground. The existing water system was required to be abandoned, and the installation of a new water main along with domestic and fire system was required. The existing sewer also needed to be abandoned and capped in place with a new connection to the Lead sewer manhole.

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Civil Engineer for the design of a new multi-family 105-unit development located in the MLK mixed-use district of Tacoma.

Silver View Apartments | Tacoma, WA

Civil Engineer for the design of this new multi-family 160-unit garden style development.

Tacoma Terrace Apartments | Tacoma, WA

Civil Engineer for the design of this new multi-family development.

1925 I Street & 1940 Yakima | Tacoma, WA

Civil Engineer for the design of new multi-family development located in Downtown Tacoma. The project is in a mixed use zoning district and has strict design guidelines which must be met as part of an administrative design review process for the city, which is part of the same process by which owners of housing projects may seek property tax credit.

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key personnel resumes

innova



STEVEN G. HALL, PE

Structural Engineer

EDUCATION

BS Civil Engineering
Colorado State
University, Fort Collins,
CO - 1983

Steven Hall has extensive experience in the preparation of civil and structural calculations and detailed designs for commercial, institutional, and industrial projects.

FOOD LIFELINE T.I. | SEATTLE, WA

Steve provided structural services for this distribution center that consolidates all of Food Lifeline's administrative, assembly, warehouse and distribution activities from two locations to one, 190,000 SF site. The T.I. included a 10,000 SF office mezzanine, 17,000 square feet of freezer and cooler area, spaces for volunteers and food repacking, and more warehouse storage. Food Lifeline is one of the largest non-profit organizations in the Puget Sound region and with their new facility, they now have more space than both of their previous facilities combined, which allowed them to double their operations.

ORION AEROSPACE T.I. | AUBURN, WA

Steve provided structural services for a manufacturing plant T.I. for Orion Aerospace, a non-profit company that manufactures aluminum parts for Boeing while training individuals without job skills and placing them in manufacturing jobs. The 80,000 SF building design features over 20,000 SF of two-story office space, a 5,000 SF call center, and 60,000 SF of manufacturing floor area.

MILGARD WINDOWS AND DOORS T.I. | FIFE, WA

Steve provided structural services for this 239,805 SF warehouse, including a tenant improvement for Milgard's 2,500 SF office space that included 2 private offices, break room, reception, open office space, and restrooms in the NE corner of the building. The T.I. included alterations to the building to allow trucks to drive directly through the warehouse.

WASHINGTON TRACTOR T.I. | SUMNER, WA

Steve provided structural services for the T.I. for this John Deere dealership for Washington Tractor to include space for office, retail, showroom, parts and service, and a large outside area for farm implements inventory. The service bays have a bridge crane for ease of removing engines and other large parts.

PET FOOD EXPERTS T.I. | FIFE, WA

Steve provided structural services for this 85,065 SF warehouse including the tenant improvement for Pet Food Experts. The T.I. included a 3,500 SF single-story office area with four private offices, multiple conference rooms, break room, reception, open office space, and restrooms.

LAKE WILDERNESS PARK BEACH HOUSE | MAPLE VALLEY, WA

Steven was the structural engineer for this 2,700 SF beach house facility for the City of Maple Valley Parks & Recreation. The facility includes concessions, lifeguard offices, boat rental and storage, maintenance storage, and restrooms.

references

King County Housing Authority

Hugh Watkinson
Project Manager
600 Andover Park W
Seattle, WA 98188
206.574.1100
hughw@kcha.org

Silver View Apartments

Silver View LLC
Craig Huish
craig@waterfrontfm.com
360.692.9000

Tacoma Housing Authority

Steve Clair
sclair@tacomahousing.org
253.207.4400

City of Algona

Diana Quinn, MMC
City Administrator/Clerk Treasurer
402 Warde Street
Algona, WA 98001
253.833.2897
dianaq@algonawa.gov

ADDITIONAL REFERENCES

City of Shoreline

Maureen Colaizzi
Project Manager and Parks Project Coordinator
City of Shoreline
17500 Midvale Avenue North
Shoreline, WA 98133
206.801.2603
mcolaizzi@shorelinewa.gov

Seattle Parks and Recreation

Cheryl Eastberg
Project Manager and Parks Project Coordinator
800 Maynard Ave S. 3rd Floor
Seattle, WA 98134
206.386.4381
cheryl.eastberg@seattle.gov

Chelan County PUD

Courtney Hill
327 N. Wenatchee Ave.
Wenatchee, WA 98801
509.661.4143
courtney.hill@chelanpud.com

City of Vancouver

Jon Sears, PMP
Facilities Capital Projects Manager
P.O. Box 1995
Vancouver, Washington, 98668
360.487.8319
jon.sears@cityofvancouver.us

references

Designing within changing budget

"You were able to keep within a constantly changing budget and navigated through a myriad of obstacles thrown in your way. Thanks to you, your firm, your employees, and your subconsultants for a job well done. I feel the success of this project is directly due to the professionalism of you and the team you assembled."

Curtis L. Hancock, Project Manager
Metro Parks Tacoma

Effective design

"You guys did a great job on finding just the right balance for Pier Pool - it looks great. I understand that attendance has doubled."

Richard Bosch, Project Manager
Portland Parks and Recreation

Tailor-made design

"Thank you for listening carefully to the public and delivering a plan that is tailor-made to the City of Spokane Valley. My compliments to INNOVA."

Mike Jackson, Deputy City Director
City of Spokane Valley

Attention to detail

Tacoma Housing Authority is very satisfied with the continuous performance of INNOVA and I would personally recommend them as a firm that pays close attention to detail."

Tina Hansen, Modernization Manager
Tacoma Housing Authority

Meeting deadlines

"INNOVA was able to quickly and efficiently provide the necessary relevant information to maintain the rapid pace of the building construction required by the client."

Reginald Hartso, President
Straightline Construction

Responsive problem-solving

"Once again, INNOVA has been an excellent member of our team, a real problem-solver and very responsive..."

Tina Hansen, Modernization Manager
Tacoma Housing Authority

"INNOVA has done an excellent job once again for the housing authority."
- Tina Hansen

Excellent ratings

Given "Excellent" ratings for Professional and Responsible Service, Design Ability for both Aesthetic and Functional, Sensitivity to Client's Needs, Communication, Designing Within Budget.

Craig Carlson, Director
North Whidbey Park and Recreation District

Providing excellent service

"We truly appreciated the extra time expended to complete drawings and reproductions. INNOVA went beyond the call of duty."

Theresa McCallum, Executive Director
Housing Authority of Anacortes

Good communication with clients

"We appreciated being kept informed of findings and timeliness of the process, and our staff appreciated being part of the loop."

Michael Lafreniere, Former Director
Fife Parks and Recreation

Client satisfaction

"KCHA are very satisfied with the performance of INNOVA, particularly in the areas of identifying deficiencies, developing specifications and budgets, contract administration and general overall understanding of their clients requirements."

John Batstone, Tax Credit Projects Manager
King County Housing Authority

Proactive design and cost-effective solutions

"Geoff and his team was extremely proactive in the design of the building improvements. Their talented staff and consultants took six very drab and depressing buildings that are home to a socially and economically distressed population and provided cost-effective solutions to greatly improve the appearance of the common areas. These improvements took into account the physical and social issues of the residents to provide a higher quality of life."

Steve Jefferis, Project Manager
King County Housing Authority

project approach



STRATEGY FOR AFFORDABLE HOUSING

We believe a powerful means of transforming the image of public housing, especially when thinking about for a market rate audience, is to allow residents opportunities to claim ownership of their physical space and take pride in their "home."

One thing we've noticed, having gone through hundreds of housing units, is that people will want to personalize and decorate their homes, even if it is just a door in a corridor. Therefore we've designed with this in mind by applying a concept for interior upgrades that allow for this to happen, even when doing just interior upgrades of our multifamily renovations.

Several years ago when we started converting properties for the King County Housing Authority, we were charged with upgrading and elevating the appearance of several project common areas and corridors, even block wall corridors. By applying this concept of providing resident "ownership" we designed a solution that was so well received, the housing authority started to implement it on all their housing projects of this type.

For one thing, each floor of a multi-story building has a different color scheme, to help identify it. Most importantly however, each door to a unit has its own framed entry that incorporated the door, an tasteful pin-up board, the unit number, and a sconce light fixture. The pin-up board was integrated in such a way that it looked just like part of the color schemes but gave each resident a respectful means personalizing their home and even decorating for holidays, in addition to serving as a way for the housing authority to post notices, etc.

project approach



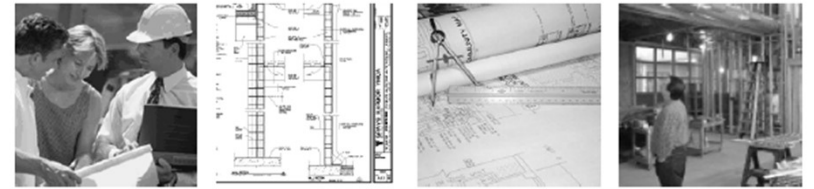
SYSTEM FOR COMMUNICATIONS

We have a systematic approach to communication. At the beginning of the project we—along with the owner, subconsultants and contractor—must determine and assign who shall be the primary point of contact within each organization. All information must include those individuals. Also, a series of meetings are established during design for the sole purpose of communication progress and relaying questions and answers. We also use the schedule chart of tasks described above at each meeting to ensure the critical path items is staying on schedule and that all supporting tasks are being completed on time. These meetings are critical to success.

Our project cost overruns and field changes have historically been very limited both in occurrence and as a percentage of total construction budget. This is due to our commitment to quality documentation and our independent in-house quality control program. One way we control project costs is by having the design team work continuously with the contractor in order to monitor the budget. Budgets are updated at each stage of design, starting at the programming stage. This ensures that the project is within budget every step of the way. By implementing this strategy, the contractor is part of the entire design process, and our projects are successful.

This type of budget control is very deliberate and very different than the passive effort often performed by a participating contractor who simply provides a cost estimate at each of the 4 stages of design. In our case, we will insist and require that the contractor selected for the project is familiar with and qualified with sufficient experience to become an integral part of the design team. That allows us to design according to the current budget. Everything we do as a team will support the budget.

project approach



PROJECT MANAGEMENT

INNOVA is experienced in the intricacies of complex project management and has worked on multiple projects where modernizing and renovating existing facilities have included all phases of design, from investigations and initial programming to creating the bid set of documents and ultimately overseeing construction administration.

We pride ourselves on being skillful designers and excellent trouble-shooters with a large list of successful projects in the public sector. Our team members have a great deal of experience in site planning for new construction projects, developing programming, space allocations and concept designs. We have worked with clients to develop programs, budgets and even technical needs, particularly in existing facilities. We also have unique expertise in providing detailed cost estimating in-house.

Our entire team is experienced in collaborating with complex ownership teams and user groups, managing multiple projects, anticipating complex field conditions that could arise and quickly building consensus for any alternate planning that needs to take place in a short period of time. We are also well-versed at materials research and developing detailed construction documents that incorporate all the pertinent information for a contractor to bid and construct our projects.

EFFECTIVE SCHEDULING

INNOVA has the proven ability to create an effective schedule for our clients, assigning realistic time allocations to integral tasks, and identifying virtually all identifiable target dates and client requirements into a comprehensive project schedule using MS Project.

We have an exceptional history of meeting design schedules, with none of our recent projects having exceeded their design schedules. This accuracy has enabled INNOVA to maintain a high level of performance in scheduling. We believe that continuous and effective communication with the project participants throughout the project development minimizes the constraints and problems that arise from a breach of communication.

project approach



COST MANAGEMENT STRATEGIES

INNOVA's cost control efforts start early in the design process. Cost estimates are based upon known conditions, past experience, and a creative visualization of the design. Most importantly, our estimators are integral members of the design team. Cost control is an critical aspect of every project we work on.

Early in the process we work together as designers/engineers and the cost estimator to visualize the scope of work and various solutions as necessary. At this time, area of magnitude cost estimate is used to compare the various alternatives. However, project estimating becomes increasingly refined and accurate as the design develops. As plans are more defined and material selections are known, quantity take-off of the major building components are applied. Our approach becomes a tool with which we can develop the project cost concurrently with other design decisions.

Budgets are updated at each stage of design, starting at the programming stage. This ensures that the project is within budget every step of the way. By implementing this strategy, the contractor is part of the entire design process, and our projects are successful. During construction, our cost estimating service provides prompt and accurate assessment of proposal requests and change orders. Unit prices are based on the latest available RS Means database and verified by local bid prices. We pride ourselves in keeping our clients up to date on budgets as projects move forward to avoid surprises. We also are problem-solving oriented in making sure you get the best value for your money.

Our project cost overruns and field changes have historically been very limited both in occurrence and as a percentage of total construction budget. We believe this is due to our commitment to quality documentation and our independent in-house quality control program. We bring this level of care and detail to every one of our projects and will do so for this one as well.

Through our 50 years of work on projects in this region, we've worked with dozens of municipalities for their own projects and on permitting. We have many relationships in place, and we are of the belief that establishing early and continual communication with the building department can pave the way for a smooth project.

One of our most complex project in recent years was to perform upgrades at six properties for King County Housing Authority. It was completed on time and within the given budget, as is typical of INNOVA projects. In that case, the aggressive schedule included six buildings grouped into two separate bid packages. INNOVA, our subconsultants, and the GC/CM contractor used collaborative efforts to work at the most advantageous level. In order to meet the schedule, the team was efficient in strategizing, decision-making, and problem-solving.

project approach



CODES AND PERMITTING

INNOVA's key managers have decades of experience designing projects and working with all forms of agencies which become involved in permitting projects across a wide range of areas. Many of our projects are on sites with critical area, wetlands, creeks, floodplains, fish-bearing streams, contamination, power lines, major gas transmission pipes, steep slopes, and more.

Some of our projects are located within one jurisdiction, but may lie within an urban growth area for which an adjoining City may in the future annex that area into their city. Therefore, we may be obtaining permits from one jurisdiction, while also being required to obtain utility extensions and permit approvals from the adjoining City.

When we work in floodplains we coordinate with FEMA to obtain the latest mapping and regulations, and look at past and future plans for mapping changes. We coordinate with the Corps of Engineers for approvals related to wetland delineations, wetland mitigation, wetland enhancement, and JARPA permits.

We work with DOE for SWPPP and NPES permits and we prepare and submit SEPA applications on every project to meet state requirements. We coordinate with numerous agencies for utilities which include water districts, sewer districts, power utility providers, and gas providers. On road and other projects we coordinate extensively with utility purveyors regarding power pole relocations, power vault locations, gas utility locations, water utility locations, and fire hydrant locations.

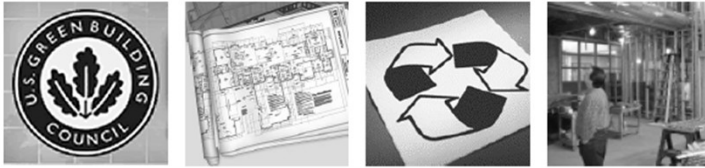
ENTITLEMENT WORK WITH AGENCIES

Another quality that sets INNOVA apart from most architectural design firms is that INNOVA also has in house civil engineers and site designers. This specialization in conjunction with our planning specialization allows INNOVA to better understand the land use issues of the agencies from which we seek permits.

Most land entitlements are either planning related issues or engineering related issues. Because INNOVA has both planning and engineering expertise, we excel at obtaining land use entitlements such as:

1. SEPA
2. JARPA
3. Administrative Review
4. Design Review
5. Site Development Permit (SDP)
6. Zoning changes
7. Annexation proceedings
8. Wetland mitigation
9. Variances
10. Public Hearings

project approach



SUSTAINABLE DESIGN

INNOVA Architects is a member firm of U.S. Green Building Council (USGBC). All of our design staff are trained in Leadership in Energy and Environmental Design (LEED), and we actively support efforts to certify each team member in this USGBC accreditation. Our team is also familiar with the Evergreen Building Standards.

INNOVA Architects has experience designing buildings of various types that have been required to meet LEED scoring criteria, but regardless of the certification intent, we integrate sustainability into our design approach for every project. Sustainable design is not simply an idea that is applied to a project to make it more environmentally friendly; it is a way of thinking about a project that starts from the initial program development and pre-design phases and is carried out through construction administration.

Our sustainable design strategy starts with looking at the building as it will relate to the site and local climate in order to take advantages of existing conditions, such as sun angle and prevailing winds. Secondly, we consider the passive design elements that can be incorporated to control these factors. This may include louvers to control daylight glaze and heat gain, and to operate windows located to provide cross-ventilation within a space. Lastly, where practical, we consider the life-cycle costs and benefits of on-site energy sources such as solar or ground source heat pumps.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f **Assigned to:** Commissioner Achziger **Meeting Date:** 2/16/2021

Under: Old Business

Attachment: Yes

Subject: Equity (Resolution)

Background/Summary:

At the Regular Board Meeting on July 21, 2020, the District's Board of Commissioners directed the District General Manager to develop a Resolution to acknowledge racism for the August 18 board meeting.

The District General Manager did research and came up with a resolution presented by Tacoma Metro Parks. The District General Manager is working with Commissioner Achziger to develop a resolution.

Update 11/12/2020: With the Budget Process having unforeseen changes and effects of COVID-19, I am pushing this item to the December agenda.

Update 2/16/2021: Commissioner Achziger will talk about his conversations with Highline College.

Fiscal Impact: N/A

Proposed Motion: No motion at this time.

Reviewed by District Legal Counsel: **Yes** X(Resoution) **No** **Date:** 8/6/20

Two Touch Rule: N/A **Committee Review (WCIA Audit)**
 08/18/2020 **First Board Meeting (Informational)**
 To Be Determined **Second Board Meeting (Action)**

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

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

Notes: Attachments:

- See Attached DRAFT-Preliminary Resolution "2020-08 Acknowledging Racism in Public Pools."

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2020-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF DES MOINES METROPOLITAN PARK DISTRICT ACKNOWLEDGING RACISM WITHIN PUBLIC POOLS AND DIRECTING THE AGENCY TO TAKE SPECIFIC ACTIONS

WHEREAS, The American Public Health Association (APHA) defines racism as a system of structuring opportunity and assigning value based on the social interpretation of how individuals perceive and unfairly disadvantage some individuals and communities, and unfairly advantage other individuals and communities; and

WHEREAS, structures of racism built into our pools, parks and recreation, education, employment, real estate, healthcare, and criminal justice systems have resulted in persistent negative and disproportional effects on Black/African American and other people of color; and

WHEREAS, Dorceta E. Taylor acknowledges in *The Rise of the American Conservation Movement: Power, Privilege, and Environmental Protection*, that the history of parks, recreation and outdoor engagement (including swimming pools) has a long history of white urban elite power and privilege; and

WHEREAS, Professor Jeff Wiltse points out in his book *“Contested Waters: A Social History of Swimming Pools in America”* that 58% of Black/African-American children cannot swim and drown at three times the overall rate due to structural racism at pools over the last century; and

WHERE a 2015 US Census Report states “around the time the 2020 Census is conducted, more than half of the nation’s children are expected to be part of a minority race or ethnic group” and the U.S. population as a whole is expected to follow a similar trend by 2044; and

WHEREAS, parks and recreation services, which include pools, offer opportunity to advance racial equity and undue racist policies that shape access, neighborhood development, and health outcomes; and

WHEREAS, the National Recreation and Park Association, as a part of the National Academies Committee on Community-Based Solutions to Promote Health Equity, reports that health inequities are in large part a result of structural racism along with other social determinants of health; and

WHEREAS, according to the Center for Disease Control, Black/African Americans in America are 5.5 times more likely to drown than white children, ages 5-19; and

WHEREAS, unfair and race-based inequities will continue unless we undertake the uncomfortable but necessary work to reform the institutions and systems that perpetuate racism, violence, poverty, and injustice; and

WHEREAS, King County Council approved Resolution No. R2020-0240 declaring racism a public health crisis and endorsing the declarations of the King County executive, public health - Seattle & King County and the King County board of health; and

WHEREAS, USA Swimming is committed to a culture of inclusion and opportunity; and

WHEREAS, the Des Moines Pool Metropolitan Park District is committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance; and

NOW THEREFORE, BE IT RESOLVED:

The Des Moines Pool Metropolitan Park District Board of Commissioners declares racism is a public parks and recreation crisis and charges the District to:

1. Assess internal policies and procedures through Government Alliance on Race and Equity (G.A.R.E.) resources to address and reform structures and processes that contribute to race-based decisions and actions.
2. Reshape our discourse and agenda so we all actively engage in anti-racist work, particularly anti-black and minority racism.
3. Review our budget using G.A.R.E. resources and make recommendations for funding changes, allocations or re-allocations that fund the work of transforming systemic racism as a means of resolving disparities by changing the systems that cause them.
4. Partner with the community to co-create solutions.
5. Promote policy and system level changes within the District to move beyond equity only and undo racist structures.
6. Reimagine water safety and how it could be enhanced; convene conversations on how the agency has a role and can support promoting more people of color to swim.
7. Provide the Board and related committees the information they need to create policy to eliminate racism and illuminate any barriers and concerns in order to reconstitute power and social capital so all voices are heard in policy development.
8. Hire people throughout our organization, including those sitting next to us at the Board and management table, who reflect our community to interpret and implement policy to bring equitable culture shifts leading to inclusivity.
9. Work with community groups and organization of color to make them aware of how the District can work with them to better promote swimming in the community but encourage them to participate more in governance and guidance opportunities.

10. Redevelop our community-driven, equity-based budget process that redeploys resources to areas impacted by decades of underinvestment; and identifying programs and services needed to better serve marginalized and oppressed communities.
11. Ensure that our partners are providing services in an equitable manner to people of color, socioeconomically and serving a proportion of our community.

ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 15th day of September 2020 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 #: 9a **Assigned to:** District GM **Meeting Date:** February 16, 2021

Under: New Business **Attachment:** Yes X No _____

Subject: 2020 End-of-year Report

Background/Summary:

This report is to update the board on the financial status of the District and to give a brief analysis of the 2020 financial conditions. Attached is the end of year expenditures and revenue and a report on the conditions.

Fiscal Impact: N/A

Proposed Motion: No Motion Needed. Informational Only.

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

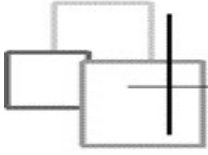
Three Touch Rule:	<u>N/A</u>	Committee Review
	<u>N/A</u>	First Board Meeting (Informational)
	<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes x No _____ Report back date: Monthly

Notes: Attachments:

- 2020 Revenue Summary
- 2020 Expenses Summary
- 2020 End-of-year Report

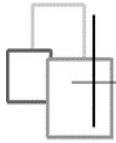


2020 EXPENDITURES

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

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

Category/ Acct #	Reference	YTD Expense	2020 Budget	Budget Balance	% of Budget
Rentals & Leases					
001-000-000-576-20-45-00	District Office Rental (Zen)	\$8,610.00	\$12,500.00	3,890.00	69%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$3,025.00	\$3,600.00	575.00	84%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$1,194.61	\$2,500.00	1,305.39	48%
	Total Rentals & Leases	\$12,829.61	\$18,600.00	5,770.39	69%
Utilities					
001-000-000-576-21-47-00	Electricity (PSE)	\$58,856.81	\$75,000.00	16,143.19	78%
001-000-000-576-21-47-02	Water (Highline)	\$7,908.42	\$9,000.00	1,091.58	88%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$5,367.80	\$4,200.00	(1,167.80)	128%
001-000-000-576-21-47-04	Sewer (Midway)	\$4,182.56	\$3,000.00	(1,182.56)	139%
	Total Utilities	\$76,315.59	\$91,200.00	14,884.41	84%
Insurance					
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$12,332.00	\$16,000.00	3,668.00	77%
	Total Insurance	\$12,332.00	\$16,000.00	3,668.00	77%
Miscellaneous					
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$500.00	500.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$3,285.04	\$1,000.00	(2,285.04)	329%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$255.94	\$1,500.00	1,244.06	17%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$3,220.58	\$2,625.00	(595.58)	123%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$754.00	\$1,750.00	996.00	43%
	Total Miscellaneous	\$7,515.56	\$7,375.00	(140.56)	102%
Intergovernmental Services					
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	\$15,426.01	\$30,000.00	14,573.99	51%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$1,238.02	\$1,000.00	(238.02)	124%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$805.80	\$5,000.00	4,194.20	16%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash	\$3,111.22	\$1,000.00	(2,111.22)	311%
	Total Intergov Services	\$25,135.41	\$44,000.00	18,864.59	57%
COVID-19					
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%
	Total COVID-19	\$10,420.32	\$3,245.00	(7,175.32)	0%
Capital					
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$1,250.00	1,250.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$50,664.80	\$7,500.00	(43,164.80)	676%
001-000-000-594-76-42-03	Heat Exchanger (MacDonald Miller)	\$32,755.80	\$51,000.00	18,244.20	64%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$122,500.00	\$75,000.00	(47,500.00)	163%
	Total Capitals	\$205,920.60	\$59,750.00	-71,170.60	
	TOTAL ADMINISTRATION	\$366,733.69	\$575,505.50	208,771.81	64%
	TOTAL OPERATIONS	\$432,977.26	\$752,408.50	319,431.24	58%
	TOTAL CAPITAL	\$173,164.80	\$51,000.00	(122,164.80)	340%
		\$800,708.61	\$1,381,671.02	\$587,231.38	58%



2020 REVENUE

Account #	Reference	YTD Balance	2020 Budget	Budget Balance
General Fund Taxes				
001-000000-311-11-00-00	Property Taxes	\$998,161.97	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.18	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$5,623.04	\$0.00	\$0.00
	Total General Fund	\$1,003,785.19	\$0.00	\$0.00
Charges for Goods and Services				
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues				
001-000-000-361-11-00-00	Investment Interest	\$17,320.13	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$103.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$22,613.31	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$31,812.25	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$32,215.80	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$1,455.00	\$0.00	\$0.00
	Total Revenue	\$105,519.49	\$0.00	\$0.00
Capital Projects/Reserve				
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$245,000.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$245,000.00	\$175,000.00	\$175,000.00
	Grand Total Revenue	\$1,354,304.68	\$200,000.00	-\$1,154,304.68



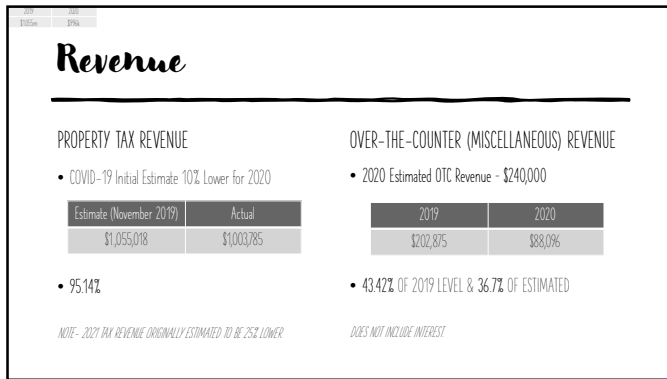
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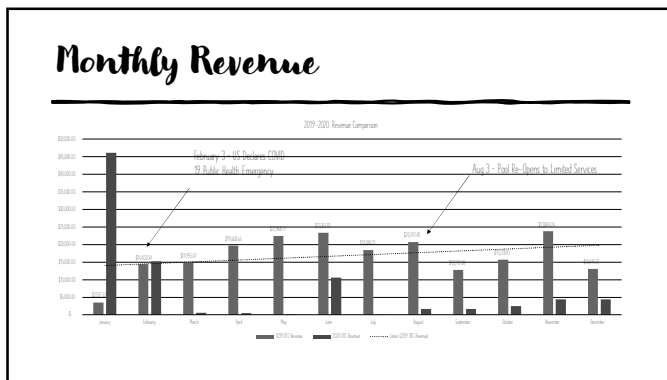
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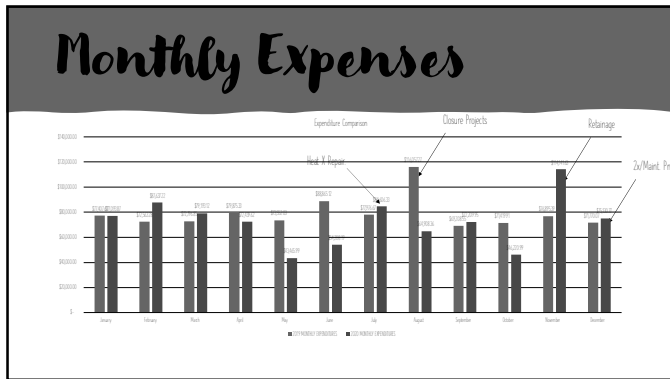
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2021 Factors

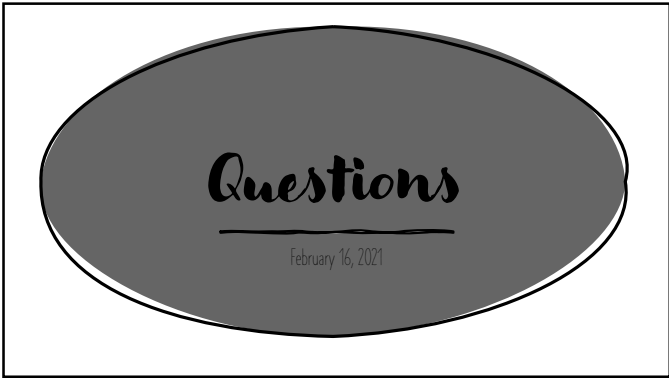
- Herd Immunity (75%) - Fall Quarter at Earliest
 - Other Variants
- Restrictions
- Customer Perception of Safety
- Reintroduction of Training Programs to Grow Staff = CAPACITY
- 2021 Property Tax Rates (Recovery of Economy)
 - 25% Estimated Loss in 2021
 - Optimism - Only 5% in 2020 (Estimated at 10% in Early Phases of Pandemic)

8

2021 Cash Flow Estimates

2021 Estimated Cash Flow Analysis (2/11/21) Des Moines Pool M.P.D. and Mount Rainier Pool												
	January	February	March	April	May	June	July	August	September	October	November	December
Beginning Cash												
General Fund	1031	939	781	721.5	1035	1017.5	960	877	800	695.5	760	921.5
Capital Fund	208	208	208	208	208	208	208	208	208	208	208	208
Starting Cash Position	1239	1147	989	929.5	1243	1225.5	1168	1085	1008	903.5	968	1129.5
Revenues												
MHP Receipts	4.5	5	5	12.5	7.5	8.5	13	15	8.5	12.5	12.5	15
Property Tax Collected	3,500	27	28	416	65	8	8	17	152	214	4	4
Bond Loan	0	0	0	0	0	0	0	0	0	0	0	0
Nonresidential Park Fee	0	0	0	0	0	25	0	0	0	0	0	0
MHA Interest Income/Grant	0	1	1	1	2	2	2	2	1	1	1	1
Total Revenues	8	33	34	428.5	74.5	43.5	23	35	163.5	125.5	128.5	20
Expenses												
Administration	48	37	31	56	31	31	31	31	31	31	31	31
Operations	52	55	55	60	61	65	70	71	70	70	70	70
Transfers to Capital												
Total Expenses	100	92	86	116	92	96	101	102	101	101	101	101
Ending Cash Position												
General Fund	939	781	721.5	1035	1017.5	960	877	800	695.5	760	921.5	760.5
Capital Fund	208	208	208	208	208	208	208	208	208	208	208	208
Total End Cash Position	1147	989	929.5	1243	1225.5	1168	1085	1008	903.5	968	1129.5	968.5
Total Change in Position	-92	-158	-69.5	313.5	-17.5	-97.5	-81	-77	-104.5	-64.5	161.5	-41

9



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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b **Assigned to:** District GM **Meeting Date:** February 16, 2021

Under: New Business **Attachment:** Yes X No _____

Subject: WCIA 2021 Compact

Background/Summary: Each year the District completes a COMPACT as part of our requirements for Washington Cities Insurance Authority (WCIA). Over the past years we have completed the following:

- 2016 Contracts
- 2017 Personnel Policies
- 2018 Use Agreements
- 2019 Hiring/On-boarding employees
- 2020 Facility walk-through

After much thought I am recommending waivers for daily users, pass holders, swim lessons and other programming. We also can use this to better utilize our CivicRec system.

I think incorporating this with our software would be good to have established before re-establishing regular programming.

Fiscal Impact: N/A

Proposed Motion: No Motion Needed. Informational Only.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes x No _____ Report back date: Monthly

Notes: Attachment:
- WCIA Compact Information Sheet

2021 COMPACT

COMPACT Emphasis

For 2021 WCIA once again offers a tailored approach to the annual audit. Members will work with their designated Risk Management Representative to select from 3 options based upon loss history and applicability. The Risk Management Representative will be in contact with the member to discuss what might be the appropriate option.

Option 1 is a Traditional Audit questionnaire. The member will complete an audit questionnaire through the WCIA Origami portal website on one of the following topics: **Homelessness, Personnel (emphasis on Supervisors), or Fleet Liability.**

Option 2 is a Targeted Risk Management Review. The review will consist of a thorough review and analysis of an agreed upon area of exposure, such as a member's special events forms and processes, parks and recreation programs, public works exposures, facility use agreements, insurance and indemnification requirements for contract templates or a walk-through and inspection of one or more member-owned premises such as parks, community/senior centers, swimming pools, marinas, etc.(virtual currently due to pandemic)

Option 3 is a Loss and Exposure Reduction plan. The plan involves an in-depth review of the member's loss history to identify the greatest area of risk and then development of an action plan using best practices to assist the member in reducing its losses.

Each of the options above will require a meeting with the member's assigned Risk Management Representative, delegate, and appropriate member staff. This meeting will also include the annual review.

Annual Audit Scheduling

Your assigned Risk Management Representative will contact you 30-60 days before your audit month to discuss an appropriate audit topic and to schedule your annual audit and review. Please feel free to contact your Risk Management Representative with any questions. The audit and review calendar is attached and is also in the 2021 COMPACT Information document on our website under [Risk Management](#). You must be logged in to view the calendar.

Training & Education Support

Training programs to support the COMPACT topics will be offered throughout the year as well as through reimbursed municipal education programs. At this time, all WCIA trainings are currently scheduled for virtual viewing thru a webinar format. Changes to training formats will be confirmed thru member correspondence and posted on the WCIA website.

The **2021 COMPACT CORE Topics Trainings List** is included in this document and may also be located at: <http://www.wciapool.org/education-training>.

To register for scheduled WCIA Trainings, click:

- [List View \(cvent.com\)](#) – trainings are listed in list view format
- [Calendar View \(cvent.com\)](#) – trainings are listed in monthly calendar format

To view eligible Training Reimbursements and Program Overview, click: [Training Reimbursements](#) and locate document under Additional Materials.

For questions regarding training programs, please contact Member Services at memberservices@wciapool.org