



Des Moines Pool Metropolitan Park District

August 16, 2022

7:00 p.m.

Regular "Hybrid*" Meeting (MRHS Library)

***District meetings are hybrid, which includes remote access. If you wish to listen in, please do so at [1-253-215-8782](tel:1-253-215-8782) Meeting ID: 84391194214 Passcode: 800653. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Lauryne Thurmond at lauryne.thurmond@desmoinespool.org or call us at (206) 429-3852.**

AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:01 2. PLEDGE OF ALLEGIANCE

7:03 3. ADOPTION/MODIFICATIONS OF AGENDA

7:04 4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

7:05 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, August 16. 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.

7:10 6. CONSENT AGENDA

a. EXPENDITURE/REVENUE SUMMARY JUNE AND JULY

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

July 19th, 2022

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$41,553.05 was processed in July for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$58,920.48 was processed in July for payroll

22450 19th Avenue South, Des Moines WA 98198 (Meeting Physical Location)

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

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

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

7. EXECUTIVE SESSION

- 7:15 a. HSD Agenda

8. OLD BUSINESS

- 7:25 a. Q2 Aquatics Manager Report
- 7:30 b. Retreat Scheduling
- 7:40 c. Financial Q2 Report
- 7:50 d. Aquatic Feasibility Study Quote
- 8:00 e. Master Plan Review
- 8:10 f. Office Move

9. NEW BUSINESS

- 8:15pm a. Emergency Repair
- 8:20pm b. SEEK Grant Purchase

10. UPCOMING MEETINGS

- a. August Retreat, To Be Scheduled
- b. September 20, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library
- c. October 18, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library
- d. November 15, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library

ADJOURNMENT

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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:** August 16, 2022

Under: Consent Agenda **Attachment:** Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

Expenditures June 2022: Total **\$123,337.99**

Admin Expenditures = \$30,626.35 Ops Expenditures = \$88,675.39 Capital Expenditures = \$4,036.25

Revenue June 2022: Total **\$52,814.31**

Property Tax & Int = \$8,839.93 Misc Revenue = \$40,623.88 MRP Revenue = \$3,350.50 Transfer to Cap = \$0.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- July 19, Regular Meeting Minutes

Item 6d: Correspondence – Email attached

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$41,553.05** were approved for payment

- \$6,887.80 was processed on July 06, 2022
- \$9,703.25 was processed on July 13, 2022
- \$24,962.00 was processed on July 20, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$58,920.48** were processed for payment

- \$30,636.73 was approved for payroll on July 15, 2022
- \$28,283.75 was approved for payroll on July 30, 2022

A total of **\$100,473.53** was processed in July 2022 under the oversight of the Clerk of the Board.

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

Fiscal Impact: Detailed above

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in July 2022 totaling **\$100,473.53**.

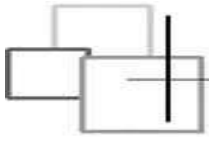
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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: -June Financial Report, Included (pushed from June 22 agenda)
-July Financial Report, Not Included (pushed to September 20 agenda)



2022 June EXPENDITURES

Beginning Balance = \$1,232,254.40

Ending Monthly Balance = \$1,108,916.41

Category/ Acct #	Reference	Jun 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,057.22	\$5,635.43	\$21,000.00	15,364.57	27%
001-000-000-576-20-10-01	District Manager - Wage	\$6,269.52	\$39,924.81	\$95,500.00	55,575.19	42%
001-000-000-576-20-10-02	District Clerk -Wage	\$4,885.23	\$21,983.46	\$32,168.14	10,184.68	68%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,051.33	\$32,132.80	\$84,000.00	51,867.20	38%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,074.45	\$25,243.77	\$126,000.00	100,756.23	20%
001-000-000-576-21-30-01	Lifeguards	\$9,141.36	\$60,397.43	\$217,360.00	156,962.57	28%
001-000-000-576-21-30-02	Instructors	\$6,159.04	\$27,880.52	\$95,000.00	67,119.48	29%
001-000-000-576-21-32-02	Head Lifeguards	\$6,453.88	\$13,798.26	\$38,601.76	24,803.50	36%
001-000-000-576-21-25-05	Incentive Pay			\$7,500.00	7,500.00	0%
001-000-000-576-20-21-19	Payroll Taxes	\$2,878.75	\$15,633.21	\$41,995.79	26,362.58	37%
001-000-000-576-21-42-05		\$9,637.56	\$52,337.25	\$140,794.61	88,457.36	37%
001-000-000-576-21-33-04	Overtime (OT)		\$387.17	\$13,999.57	13,612.40	3%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)		\$0.00	\$1,308.30	1,308.30	0%
001-000-000-576-21-33-00	Sick Pay		\$255.61	\$1,622.40	1,366.79	16%
	Total Salaries & Wages	\$55,608.34	\$295,609.72	\$916,850.57	\$621,240.85	32%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$8,080.81	\$16,378.25	\$12,799.13	(3,579.12)	128%
001-000-000-576-21-22-30		\$6,964.58	\$13,247.49	\$42,849.25	29,601.76	31%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$792.00	\$2,000.00	1,208.00	40%
	Total Personal Benefits	\$15,180.39	\$30,417.74	\$57,648.38	\$27,230.64	53%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)		\$0.00		0.00	#DIV/0!
001-000-000-337-20-00-01	King County Youth Athletic Sports		\$0.00		0.00	#DIV/0!
	Total Grants	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$86.01	\$578.75	\$230.00	(348.75)	252%
001-000-000-576-21-35-03		\$46.15	\$155.17	\$770.00	614.83	20%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)		\$16.46	\$2,000.00	1,983.54	1%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)		\$2,143.34	\$4,000.00	1,856.66	54%
	Total Office Supplies	\$132.16	\$2,893.72	\$7,000.00	4,106.28	41%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$45.36	\$1,046.20	\$3,000.00	1,953.80	35%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$209.68	\$1,233.18	\$7,000.00	5,766.82	18%
	Total Maintenance & Repair Supplies	\$255.04	\$2,279.38	\$10,000.00	7,720.62	23%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$85.00	\$500.72	\$1,000.00	499.28	50%
001-000-000-576-21-35-01	Pool Chemicals		\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-21-35-15	Special Pool Events	\$953.92	\$4,227.71	\$2,000.00	(2,227.71)	211%
001-000-000-576-21-42-06	Uniforms &Clothing		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)		\$477.78	\$2,000.00	1,522.22	24%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$883.18	\$3,959.63	\$3,500.00	(459.63)	113%
	Total Pool Supplies	\$1,922.10	\$9,165.84	\$26,000.00	16,834.16	35%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)		\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$938.86	\$938.86	\$5,000.00	4,061.14	19%
	Total Pool Equipment	\$938.86	\$938.86	\$6,100.00	5,161.14	0%

Professional Svcs - Front Offc

Category/ Acct #	Reference	Jun 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-20-41-01	Consulting Contracts		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$412.50	\$4,775.00	\$14,000.00	9,225.00	34%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,416.00	\$10,039.11	\$22,000.00	11,960.89	46%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$5.92	\$305.46	\$460.00	154.54	66%
001-000-000-576-21-49-10			\$62.88	\$1,540.00	1,477.12	4%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$4,954.50	\$4,954.50	\$5,500.00	545.50	90%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$50.30	\$243.90	\$1,500.00	1,256.10	16%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$631.66	\$3,224.26	\$7,700.00	4,475.74	42%
001-000-000-576-21-42-09	Timekeeping		\$1,056.96	\$2,500.00	1,443.04	42%
	Total Prof Services-Front Offc	\$7,470.88	\$24,662.07	\$62,700.00	\$38,037.93	39%

Professional Svcs - Maintenance

001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$450.00	\$0.00	(450.00)	#DIV/0!
001-000-000-576-21-31-01	Custodial Qlty Deep Clean (See COVID)		\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$286.50	\$1,374.12	\$5,000.00	3,625.88	27%
001-000-000-576-21-41-20	Gutter and Roof Management		\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)		\$945.96	\$500.00	(445.96)	189%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$560.40	\$3,318.44	\$7,200.00	3,881.56	46%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$171.91	\$646.99	\$1,750.00	1,103.01	37%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)		\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,034.82	\$6,185.93	\$6,000.00	(185.93)	103%
	Total Prof Services-Maintenance	\$2,143.63	\$17,704.18	\$49,450.00	\$2,195.82	14%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$1,406.69	\$16,202.37	\$100,000.00	83,797.63	16%
001-000-000-576-21-48-01	Office/IT Equipment Repairs		\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)		\$0.00	\$34,700.00	34,700.00	0%
	Total Repairs & Maintenance	\$1,406.69	\$16,202.37	\$136,700.00	\$120,497.63	12%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance		\$4,290.00	\$2,000.00	(2,290.00)	215%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$262.04	\$627.59	\$920.00	292.41	68%
001-000-000-576-21-42-01			\$922.64	\$3,080.00	2,157.36	30%
001-000-000-576-21-42-07	Postage and Mailing		\$89.86	\$1,000.00	910.14	9%
001-000-000-576-21-42-13	Scheduling (Omnify)		\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)		\$1,391.77	\$3,500.00	2,108.23	40%
001-000-000-576-21-42-14	Elevate Phone System		\$1,181.15	\$4,600.00	3,418.85	26%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$23.12	\$208.08	\$69.00	(139.08)	302%
001-000-000-576-21-42-30		\$23.12	\$23.12	\$231.00	207.88	10%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$26.78	\$298.94	\$400.00	101.06	75%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$354.00	\$800.00	446.00	44%
	Total Communications	\$394.06	\$9,387.15	\$17,900.00	8,512.85	52%

Training & Travel

001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)		\$0.75	\$750.00	749.25	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)		\$427.20	\$750.00	322.80	57%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)		\$369.00	\$3,000.00	2,631.00	12%
001-000-000-576-21-43-03	Certifications (non WSI)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)		\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07	Management Staff Training	\$35.00	\$799.00	\$3,120.00	2,321.00	26%
001-000-000-576-20-43-07			\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$35.00	\$1,595.95	\$15,000.00	13,404.05	11%

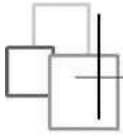
Advertising

001-000-000-576-20-41-07	District Advertising	\$916.75	\$3,493.06	\$10,000.00	6,506.94	35%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard		\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard		\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design		\$285.72	\$500.00	214.28	57%
	Total Advertising	\$916.75	\$3,778.78	\$17,473.51	13,694.73	22%

Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$4,305.00	\$2,500.00	(1,805.00)	172%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$1,650.00	\$4,000.00	2,350.00	41%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$180.00	\$180.00	\$5,000.00	4,820.00	4%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)		\$0.00	\$6,000.00	6,000.00	0%

Category/ Acct #	Reference	Jun 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
	Total Rentals & Leases	\$1,172.50	\$6,135.00	\$17,500.00	5,365.00	35%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$16,808.84	\$70,813.93	\$99,000.00	28,186.07	72%
001-000-000-576-21-47-02	Water (Highline)	\$1,026.90	\$3,204.85	\$9,000.00	5,795.15	36%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)		\$2,816.43	\$2,500.00	(316.43)	113%
001-000-000-576-21-47-04	Sewer (Midway)		\$1,502.73	\$4,000.00	2,497.27	38%
	Total Utilities	\$17,835.74	\$78,337.94	\$114,500.00	36,162.06	68%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC		\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$0.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships		\$1,732.70	\$18,000.00	16,267.30	10%
001-000-000-576-20-41-12	AMG Liabilities		\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-00	Miscellaneous	\$41.83	\$186.26		(186.26)	
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$297.68	\$483.63	\$4,000.00	3,516.37	12%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$240.02	\$385.35	\$2,000.00	1,614.65	19%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$1,167.19	\$5,341.54	\$4,000.00	(1,341.54)	134%
001-000-000-334-05-10-01	SEEK Grant	\$11,013.62	\$25,944.62	\$80,000.00	54,055.38	32%
001-000-000-576-20-51-50	Background checks	\$123.00	\$710.00	\$2,000.00	1,290.00	36%
	Total Miscellaneous	\$12,883.34	\$34,784.10	\$110,250.00	59,198.60	32%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)		\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-41-11	SAO Audit		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King Cty Election costs	\$1,006.26	\$59,659.52	\$45,000.00	(14,659.52)	133%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)		\$2,300.98	\$2,000.00	(300.98)	115%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)		\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)		\$0.00	\$2,000.00	2,000.00	0%
	Total Intergov Services	\$1,006.26	\$61,960.50	\$58,000.00	(3,960.50)	107%
COVID-19						
001-000-000-576-20-31-00	Office Supplies				0.00	0%
001-000-000-576-20-43-00	Training/Conferences				0.00	0%
001-000-000-576-21-31-01	Custodial				0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies				0.00	0%
001-000-000-576-21-43-06	First Aid Supplies				0.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies				0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies				0.00	0%
	Total COVID-19	\$0.00	\$0.00	\$0.00	0.00	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections		\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices		\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$4,036.25	\$4,036.25	\$75,000.00	70,963.75	5%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)		\$2,152.50	\$10,000.00	7,847.50	22%
301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00	\$0.00	0.00	#DIV/0!
	Total Capitals	\$4,036.25	\$6,188.75	\$86,500.00	\$80,311.25	
*Reserve balance \$214,079.00						
	TOTAL ADMINISTRATION	\$30,626.35	\$224,730.01	\$466,545.57	\$215,874.94	48%
	TOTAL OPERATIONS	\$88,675.39	\$392,737.29	\$1,179,526.89	\$812,734.22	33%
	TOTAL CAPITAL	\$4,036.25	\$6,188.75	\$86,500.00	80,311.25	7%
GRAND TOTALS						
		\$123,337.99	\$623,656.05	\$1,732,572.46	\$1,108,920.41	36%



2022 REVENUE Quarter II Report

Account #	Reference	Jun 2022	YTD Balance	2022 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$8,692.63	\$572,219.62	\$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	\$147.30	\$3,146.21	\$0.00	\$0.00
	Total General Fund	\$8,839.93	\$575,365.83	\$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	\$1,226.06	\$4,535.37	\$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)	\$39,397.82	\$39,397.82	\$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	\$658.00	\$4,803.21	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$2,692.50	\$24,484.35	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$5.00	\$0.00	\$0.00
	Total Revenue	\$43,974.38	\$73,225.75	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$0.00
	Grand Total Revenue	\$52,814.31	\$648,591.58	\$200,000.00	\$175,000.00

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, Aug 11, 2022

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: July 15, to Aug 5, 2022, District General Manager Report

Week Ending July 15th

BOARD MEETING

- Financials – Lauryne did not get the end-of-month financials from King County in time, so we are moving them to August.
- Swim Lesson Numbers – Registration for session #2 will not be completed until next week, so we will present updated numbers at the board meeting.
- Emergency Plumbing Quote – There is an emergency plumbing repair that needs to be completed. We still have not received a quote.
- Stemper – I was notified that Stemper might be able to get their info earlier than August. If it is ready, I may add it to the agenda.

RESCUE

On Monday, June 11, we had our first rescue of a swimmer in a while. It was a hot day with many new swimmers in the pool. Both swimmers passed swim tests to use the deeper end of the pool, but supposedly became tired. We talked and may limit usage on a case-by-case basis and may staff extra guards above capacity limits to ensure safety in the future.

PIPE BURST (EMERGENCY REPAIR)

It was reported that a pipe burst in the boiler room on Wednesday evening. We call MacMiller on emergency plumbing that will include overtime and travel. This is outside of our service contract. The repair was actually a little different. The small backflow device failed, causing the water spray! This device was rebuilt in October 2021. The repair's NTE is \$1,200 and will not cause the facility to be down. The repair ADD INFO.

SWIM LESSONS

We are full for most levels and waitlists for the summer. We are working with current students and waitlists to fill the remaining classes.

- Current Student Registration – Registration was on Wednesday, July 13. We sent the following message to current students through CivicRec:

Dear Swim Lesson Parent,

This is a friendly reminder that registration for current student for the next session, July 18-28 starts tomorrow, Wednesday, July 13 at 9:00am.

We will have class times posted at the front desk, and you can register in-person or by phone.

On Friday morning, we will start contacting new students to fill out classes.

If you have any questions or concerns, please contact us at (206) 824-4722 or email info@mtrainierpool.com.

Thank you and we look forward to having you participate in lessons,

Quentin Knox, Aquatics Manager

P.S. – Just a reminder that if you did not attend three or more classes without being excused, you are ineligible for the next session of lessons.

- Waitlist Student Registration – On Thursday, July 14 and Friday, July 15, we started contacting people for the remaining spots. Due to 20% of students not meeting the minimum attendance requirements that will no longer be eligible. There was only one parent that was upset that I spoke to at the lessons on Wednesday. Starting on Thursday, July 14 gave participants two days of registration time during their lessons.

Dear Wait List Parents,

Due to a large number of participants on the waitlist and not having enough time to contact people, for open spots we are making the following changes to the waitlist process.

Starting tomorrow (Thursdays and Friday), participants will receive a call from our offices between 11:30am and 7:00pm. You will receive a call from either (206) 824-4722, (206) 274-5555 or (206) 274-5556.

You will have fifteen (15) minutes to return the call. If you do not, we will call the next person on the list, and there will be no guarantee that you will receive your spot.

This message is being sent to people that have a reasonable chance to be added to lessons but cannot guarantee you a spot. If all spots are filled, we will follow up with an email to notify you all spots have been taken. PLEASE DO NOT CALL UNLESS YOU HAVE BEEN CALLED.

Swim lessons are an essential life skill that could save a young person's life. If you are no longer interested in your spot on the waitlist; you are making it more difficult for other families to sign up for lessons. If you wish to be removed from the list, please call us at (206) 824-4722 or email us at info@mtrainierpool.com.

Finally, just a heads up that we are pulling people out of lessons that are not attending, so there will be more people contacted this session.

Please contact us if you have any questions.

Thank you,

Quentin Knox, Aquatics Manager
Mount Rainier Pool

(206) 824-4722

P.S. – Swim Packets are estimated to be delivered around the end of the month. We will notify you when they are in.

- Added Classes: Quentin added afternoon classes for Parent and Child and Level 1. This is in addition to our morning classes and scheduled around Camp KHAOS. Next session the Level 1 class will potentially be split into a Level 1 and Level 2 class with some students passing and others staying at that level.
- Camp KHAOS Update:
- Grant Update: Last time I checked we had used over 52% of the grant allocated toward scholarships for swim lessons. This does not include Camp KHAOS that will be tabulated later. We are also still calling waitlist participants, so this might be a little larger.
- SEEK Grant Packets: I have worked out that it will be \$50/packet for boys items and \$60/girls. I am going to work with staff to get one more set of order forms out since we waited. This will give us a more accurate order.

FEASIBILITY STUDY UPDATE

Below is a message from King County on the Aquatic Feasibility Study.

As you may be aware, Butch Lovelace is on leave through the early fall. During his leave, I will be your primary point of contact for the Aquatic Facilities Grant grants in the interim.

Later this week, I will provide a draft scope of work and budget to review for Des Moines Pool Metropolitan Park District's - MRP Aquatic Feasibility Study project based upon the information provided in the grant application. After confirming that the scope and budget are accurate, we can begin to draft the grant contract for review.

We greatly appreciate your patience as our team works through this new process with limited staffing capacity. Do not hesitate to reach out if you have questions in the meantime or I can be of further assistance.

We will send the updated information from Stemper's proposal at our July 19th meeting.

PARADE MEETING

- Meeting – We met on Tuesday and discussed the meeting. We will be participating in both parades. We will be incentivizing participation with pay, a hat and free food afterwards. We will present more information at the board meeting during announcements.
- Float – Gene shared the following pictures of the float setup.





REPLACEMENT SCHOOL BANNERS

Gene is getting new logos for future banners for schools that had to change their mascots. I have okayed this since the board approved the banners at a meeting and the additional banners are within the procurement policy for my approval. One new banner will be created for Maritime HS, which did not exist when the banners were originally ordered.

LIFEGUARD SHORTAGE BULLETIN BOARD

In an attempt to educate patrons and recruit new staff, the pool staff is putting together a bulletin board with stories about the national lifeguard shortage. I will share a picture of the board when it is completed. This bulletin board is taking place of the Covid-19 bulletin board.

RENTAL INTEREST

We have rental interest from the MaST center and a diving business. We are trying to accommodate as long as their times work around the community scheduling.

SMAC MEETING

Quentin met with SMAC and they discussed potential partnerships for the future. Quentin will be available for questions at the August 16 meeting with his quarterly report.

REKEY FACILITY

We got a quote to rekey the facility. I have approved it as if any staff member or member of the public that is under 18 could be interpreted as wanton negligence. There also is a door that is not latching in the back that will also be repaired. We got the door to latch temporarily, but for security and operational reasons, we will need to have it repaired.

DRAIN CLEANING

Quentin, Scott R. and MacMiller are working on getting MacMiller into cleaning the drains on deck. We are electing to schedule for a Friday to not affect swim lessons. Quentin is also working with MacMiller to clear a urinal drain for the public restroom. This will be completed around operations.

GRAFFITI

Quentin notified me that HSD had come and removed graffiti from the back of the building.

LANDSCAPING

ADD info.

RESEARCH

- Proposed aquatic center could reduce drownings (Minnesota Spokesman Recorder) - <https://spokesman-recorder.com/2022/07/07/proposed-aquatic-center-could-reduce-drowning-deaths/>
- 647 people around the world drown each day. Here's how to avoid being one of them (WLKY) - <https://www.wlky.com/article/647-people-drown-each-day-here-s-how-to-avoid-being-one-of-them/40491912>
- Donations and Local Government (MRSC) - <https://mrsc.org/getdoc/578cce69-db7b-4e7b-be3b-feca3b9f5b11/Donations-and-Local-Governments-The-Basics-of-Giv.aspx>
- Making swimming cheaper (The Cornish Times) - <https://www.thepost.uk.com/news/making-swimming-cheaper-554604>
- New pools and water features coming to Opelika in 2024 (Opelika-Auburn News) - https://oanow.com/news/local/new-pools-and-water-features-possibly-coming-to-opelika-in-2024-city-considers-upgrades-for/article_7e87d964-0153-11ed-998f-93ef7b49d8e6.html
- Uptick in tourist snorkeling deaths in Hawaii revealed to have unexpected cause (SF Gate) - <https://www.sfgate.com/hawaii/article/Uptick-in-tourist-snorkeling-drownings-in-Hawaii-17299438.php>
- 6 important things to know about pool safety (HealthU) - <https://www.hackensackmeridianhealth.org/en/HealthU/2022/07/13/6-Important-Things-to-Know-about-Pool-Safety#.Ys9BzuxOmeA>

Week Ending July 22nd

Dear Board,

A short report since we met this week.

MEETING WRAP-UP

- Stemper Quote - I met with Melody on Thursday. We discussed the changes in fees and she will be working on a narrative to explain the difference in fees.

- Lease and Master Plan Drafts – I emailed each of you on Wednesday for edits. Just a reminder that all edits will be made by August 2nd. I needed, we will schedule a meeting with Capital and Contracts to go over the suggested changes before bringing it back to the next full board meeting. If you did not receive this, let me know and I will have it ready at the pool for pickup.
- Fall Practices – HSD and the private swim teams have both requested extra time that needs to be addressed. We first need to work with the school district to establish a time. I have reached out to legal to see what we can do in the interim. The private swim team is trying to set their schedule, and getting this resolved sooner will better help them recruit participants and staff.
- Minutes: I am reviewing minutes from Lauryne later this afternoon. You should get them no later than early next week.

PARADE PREP

- Participation: We will have 15 total lifeguards that will be participating. A smaller contingent with the children's parade and the rest with the main parade. We will be feeding them pizza after the parade at the district offices, if you want to stop by.
- Posting: We posted to the Governance Page that board members would be attending the events. <https://mtrainierpool.com/wp-content/uploads/Updated-July-23-Posting-Governance-Page-for-Meetings-07232022.pdf>
- Parade Outline: I have attached an outline for staff to this email. We will be meeting after the event at the District Offices, if you would like to stop and meet some of the staff.

JULY 23 CLOSURE

We posted our closure on the at the facility, website, social media and sent a reminder that all swim lesson participants there would be no swim lessons. We posted to Destination Des Moines group that we would be closed and invited people to join us. Also, Quentin reported that many of our staff are excited to check the events out.

AQUATIC FEASIBILITY STUDY (NEXT STEPS)

We received the following email on Wednesday morning and will start working on this...

As King County Parks works to generate the grant contract for your MRP Aquatic Feasibility Study project, we have begun developing draft exhibits from the information provided in your application materials. Please review the attached draft exhibits and provide additional info or edits for clarity if necessary.

We have highlighted a few areas in the Scope of Work and Budget where we would appreciate additional details if they are available. Also, please include expected dates of completion in the Scope of Work table (month and year). We anticipate a contract term of 3-5 years for most projects.

Below is a checklist of the items that are needed from your agency at this stage of developing the contract:

- Review/edit the attached draft Scope of Work exhibit
- Review/edit the attached draft Budget exhibit
- Completed ACH form for payments (payment by check is an option if preferred)
- Name, title and email info for your agency's authorized signatory (contracts are signed using DocuSign)

Let me know if you have questions about these next steps or the level of detail requested for the scope and budget exhibits.

SI VIEW AQUATIC FACILITY BOND

The SI View Metropolitan Park District in North Bend has a bond for a new aquatic facility. See link below for more information.

<https://www.siviewpark.org/newpool.phtml>

Colman Pool in West Seattle is working on a feasibility study. Below is a link to a couple of new stories.

1. Colman pool: aiming for equity and accessibility (Seattle Child) -
<https://www.seattleschild.com/coleman-pool-aiming-for-equity-and-accessibility/>
 - a. <https://www.westsideseattle.com/robinson-papers/2022/07/12/seattle-parks-and-recreation-invites-community-learn-about-colman-pool>

SEEK GRANT PAPERWORK

We have 111 respondents for the SEEK Packets. We know not everyone completed their forms, so we are ordering up to the \$10K of equipment. I have reached out to Swim Outlet to make the order. I estimate making the order early next week.

SUMMER PROGRAM UPDATE

We sent a reminder to all current registrants of the MRP Swim Club and Lifeguard Prep courses of the new session starting August 1. We will also be sending out an email blast on Tuesday for both programs to fill out the remaining spots.

COVID-19 EXPOSURES

We had two situations the second week of swim lessons.

First, we had a child in swim lessons that reported being sick. The class was cancelled until the five day window was completed and the instructor was quarantined for five days from work.

Second, we had a situation with a rental group that reported one of their staff members. Since none of the staff met the direct contact guidelines. We notified staff to let them know just in case we were not aware of someone might have had exposure of over 15 minutes that we aware of.

- Safety Plan Update - we are meeting on Monday to go over a safety plan update. We are going to work on close-contact versus non-close-contact work. We hope to have it completed sometime next week.
- Covid-19 Testing – we emailed staff about the free covid-19 testing site at King County Aquatic Center. <https://www.federalwaymirror.com/news/free-covid-19-testing-reopens-at-weyerhaeuser-king-county-aquatic-center/>

MAINTENANCE ISSUES

- Air/Power Issue – We are still awaiting the bid for the repair. We hope to have it next week.
- Benches – Jared and our super volunteer have refinished all benches in men's and staff locker rooms. They are almost done with the women's locker rooms. The next two areas will be the lobby and then around the pool. They will probably not do the bleachers due to the complexity until a future closure.

- Drain Cleaning – MacMiller was out on Friday to clean the drains on the pool deck. We were able to do this without affecting operations.

BILLING

- HSD – HSD paid for their 2021-2022 swim team usage, which included usage of the scoring system and the extra half-hour from 5:30-6pm. It should be deposited soon.
- Private Swim Team – The swim team is behind in their payments. Lauryne sent them another reminder. They responded they will be processing it soon.
- NP Fee – Lauryne sent billing to Normandy Park a couple of weeks ago, we should have payment soon.

WCIA LIABILITY QUESTIONNAIRE

We received our annual WCIA liability questionnaire. It is due August 31, 2022. This information could affect future insurance rates.

RESEARCH

- Washington state faces lifeguard shortage, how to get certified and find a summer job (Tacoma News Tribune) - <https://www.thenewstribune.com/news/state/washington/article263439708.html>
- “Read Last Paragraph” – Labor pool shortage hits public pools. Here’s why California needs lifeguards (LA Times) - <https://www.latimes.com/california/story/2022-07-05/national-lifeguard-shortage-california-legislation>
- Mayor Eric Adams to allow first responders to moonlight as lifeguards (The City) - <https://www.thecity.nyc/2022/7/1/23191874/mayor-eric-adams-new-lifeguard-wages-waivers-pools-beaches>
- Church and state: US Supreme Court makes changes to establishment clause analysis (MRSC Blog) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2022/Church-and-State-Challenged-In-New-Ruling.aspx>
- Supporting healthy aging through parks and recreation (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/july/supporting-healthy-aging-through-parks-and-recreation/>
- Outdated assumptions that undermine employee retention (ICMA SmartBrief) - https://corp.smartbrief.com/original/2022/07/confronting-outdated-employee-retention?utm_source=brief
- Mommy minute: drowning stats remain high (ABC 27) - <https://www.abc27.com/community/mommy-minute/mommy-minute-drowning-stats-remain-high/>
- Pflugerville officials ask “Parks Matter Because” (ICMA SmartBrief/KXAN) - <https://www.kxan.com/news/local/pflugerville/pflugerville-officials-ask-parks-matter-because/>

Week Ending July 29th

Dear Board,

Please see this week’s report.

EDITS

Just a reminder that the deadline for the lease and Master Plan edits is Tuesday, August 2nd at noon. We will be having a Capital and Contracts Committee meeting to go over the edits the following day. If you need me to resend them, let me know.

FALL SCHEDULE

Even though we are still working on the contract renegotiation. Fall is fast approaching and other users are dependent on us finalizing a schedule. I sent HSD a proposed schedule and asked for their meet days and times. I got a vacation response from my contact, so I hope to have more information by the next report.

SWIM LESSON REGISTRATION UPDATE

- Overall – Weekday classes are having waitlist participants be contacted on Friday. We are working to fill all the remaining spots. We had about 7 people that tried to register, but missed a majority of their classes. These people's spots will be filled with people that will hopefully attend their lessons.
- Morning Classes – We put the following messaging out for the morning classes.

Dear "Current" Swim Lesson Parent,

This is a friendly reminder that registration for current student for the next session, August 1-11 starts tomorrow, Wednesday, July 27 at 9:00am.

Below is a brief list of the class levels and times.

- Pre-1: 9:30-10am or 10:30-11am
- Pre-2: 9:30-10am or 10-10:30am
- Pre-3: 10-10:30am or 10:30-11am
- Level 1: 9:30-10am or 10:30-11am or 11-11:30am
- Level 2: 10-10:30am or 11-11:30am
- Level 3: 9:30-10am or 10-10:30am or 11-11:30am
- Level 4: 10:30-11am
- Level 5: 11-11:30am
- Level 6: N/A

We will have class times posted at the front desk, and you can register in-person or by phone.

On Friday morning, we will start contacting new students to fill out classes.

If you have any questions or concerns, please contact us at (206) 824-4722 or email info@mtrainierpool.com.

Thank you and we look forward to having you participate in lessons,

Quentin Knox, Aquatics Manager

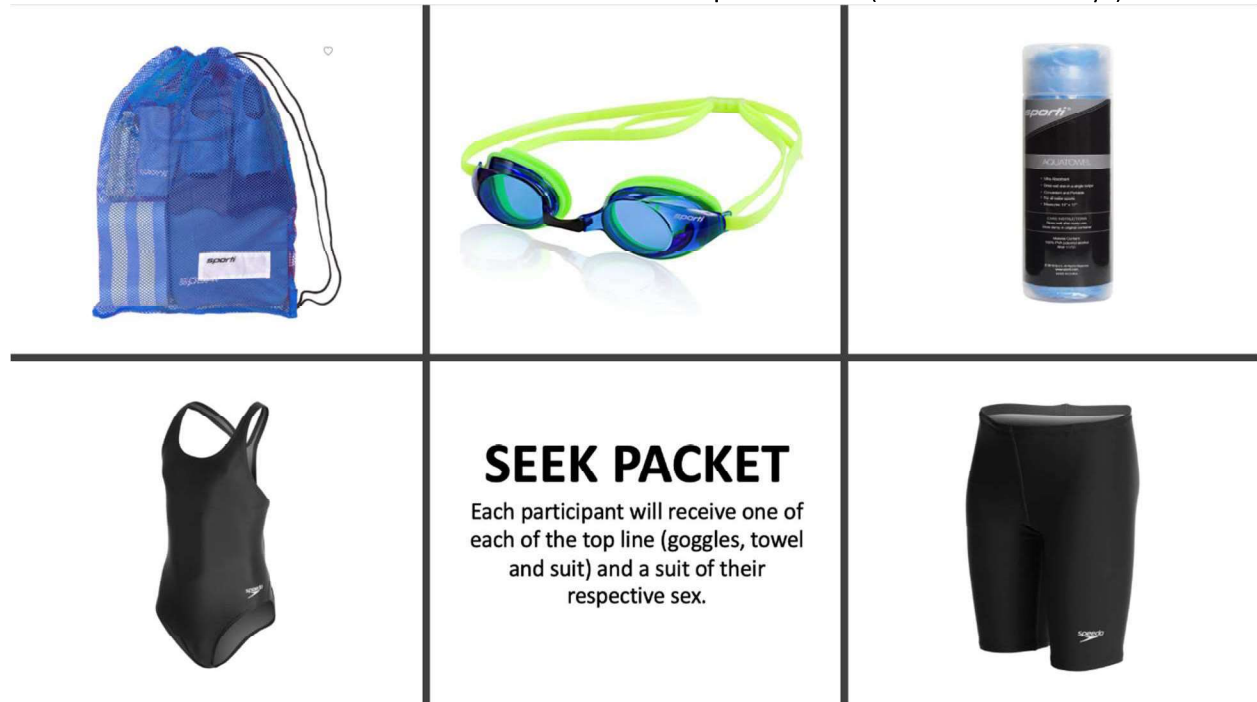
P.S. – Just a reminder that if you did not attend two or more classes without being excused, you are ineligible for the next session of lessons.

Staff is calling people on Friday to fill the remaining spots in all classes.

- Afternoon Classes – We chose not to message afternoon classes, as there was limited openings, and we wanted to balance those classes with Camp KHAOS. At 2:10pm, we added a Level 2 and also offer a Level 1 and Parent/Child class at that time. Camp KHAOS had 18 people last week, and it is too early to know for next week. It appears that the Parent and Child class will only be about half full.

SEEK GRANT PACKET

Below is the SEEK Grant Equipment that we ordered. Each participant will receive goggles, a towel, a bag and a suit. I got approval from the Finance Committee for the purchase, which \$10k of the price will be covered by the SEEK Grant. We will use any remaining/unclaimed suits for scholarships, if needed by patrons that cannot afford a suit. I ordered black suits, but had to order alternative colors for some of the sizes. Packets should be here sometime in the next couple of weeks (2 to 7 business days).



PARADE WRAP-UP

We had 13 staff and 2 board members (Holly and Gene) end up participating in the parade. Below are a couple of pictures.





SUMMER PROGRAM UPDATE

We put [this message out by email blast](#) on Tuesday. The program was almost full by the end of the day.

- MRP Swim Club – We had 18/20 spots filled in the program.
- Lifeguard Prep – Participation in the lifeguard prep course is larger than normal (but not half full), but we will continue to use the time for staff training and fitness swimming. Both are needed to keep the staff fit and prepared for rescues.

LIFEGUARD RECERT CLASS

Quentin and Emmitt have set up a partnership class with Olympic View Pool for lifeguard recertifications. It will be this Thursday and Friday (July 27 & 28), and we did not advertise since it is full. They are looking at another class in the future.

LIFEGUARD CLASS

We are working on having one final lifeguard class by the end of summer. We hope to make an announcement sometime early next month and will advertise the class. We were hoping to have another swim instructor course, but we just do not have the pool space to host it for the rest of the summer.

FECAL (VOMIT) INCIDENT

There was a vomit situation during swim lessons on Tuesday. Staff cleared the pool until the next session (about 30 minutes). There was limited vomit and all particulates were cleaned up before the needed time to clear the pool. An accident report is on file.

PNW AQUATICS CONFERENCE (SEPTEMBER 19 & 20)

If you are interested in attending, let me know.

(FROM WRPA) The [2022 Aquatics Conference](#) is less than two months away. Send someone on your staff to take part in this amazing educational opportunity. The program is designed to further develop your leadership skills and will help you and your team maintain a safe aquatic environment at your pool. Be sure to sign up today!

RESEARCH

- 2022 Splash Newsletter (King County DOH) - <https://kingcounty.gov/depts/health/environmental-health/healthy-communities/~media/depts/health/environmental-health/documents/water-recreation/2022-splash-newsletter.ashx>
- Racial equity means learning from our past (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/august/real-equity-means-learning-from-our-past/>
- Hosting a summer site visit (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/august/hosting-a-summer-site-visit/>
- Adult rescue strategies for lifeguards (Aquatics International) - https://www.aquaticsintl.com/lifeguards/adult-rescue-strategies-for-lifeguards_o
- Aquatics industry addresses challenges of drought (Recreation Management) - <https://recmanagement.com/web-exclusive/202205WE01>
- How to swim safely in cold water lakes (WTA) - <https://www.wta.org/go-outside/trail-smarts/how-to-swim-safely-in-cold-water-lakes>
- Sustainability a top priority for Oregon city (NRPA SmartBrief/Argus Observer) - https://www.argusobserver.com/news/the-latest-on-the-ontario-community-recreation-center/article_e565aade-0cee-11ed-b8a5-23ef3eb2d2ba.html
- Boy drowns after swimming at Lowell Johnson Park during summer camp activity (King 5) - <https://www.king5.com/article/news/local/13-year-old-boy-drowned-anderson-island/281-a9d8e3ae-52d8-4e05-afb7-3b682f132e43>

Week Ending August 5th

Dear Board,

I am sending this off today, as I will be off tomorrow. I will respond to all non-emergency questions on Monday.

NEXT BOARD MEETING

Just a reminder that our next board meeting will be hybrid, with the physical location being held at the MRHS Library. The meeting will be on Tuesday, August 16 at 7pm. We will have second quarter reports from Quentin, an executive session and review of documents from the last meeting.

MRP SUMMER PROGRAM UPDATE

The MRP Swim Club ended up filling up on Friday afternoon. The lifeguard class has about 6/20 spots filled, but the time will be used for training and fitness classes of other staff members. Finally, swim lessons are almost completely full.

CAPITAL AND CONTRACTS MEETING

Quentin and I met with the Capital and Contracts Committee. We discussed edits to the HSD Lease, Master Plan and Aquatic Feasibility Study proposal. All three will be presented at the August 16th regular board meeting. We are still working on edits for all three.

BUDGET FORECASTING

MRSC put out their annual budget suggestion article. It has some good information and a link to their budget suggestions publication for more detailed information.

<https://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2022/2023-Budget-Suggestions-is-Here.aspx>

FALL SCHEDULE

We have put together two options for the Fall schedule, as we await a response from HSD on their fall schedule. I received a response that they are seeing if the schedule is possible on Thursday. I will let you know more in next week's report. Quentin is working with SMAC, so they can plan for their programming.

MAINTENANCE

- Critical Plumbing Repair – As mentioned at the July 19th board meeting, there is a repair within our plumbing that is creating excess air in our pipes. We finally got the bill for the plumbing repairs. It is under my discretionary spending, so I have approved the repair.
- Gate Project – I talked to Joe about moving the gate project forward. He has helped install gates like this for his previous job, so we are going to try to move forward with getting our current one installed in the next couple of months. I will update you.
- Server – Gene has found a potential home for our server. I will be contacting them next week. I am also looking at options of moving the server information 100% online.

RESEARCH

- These Family Facilities Take Dream Design Awards (Aquatics International) - https://www.aquaticsintl.com/awards/these-family-aquatics-centers-take-dream-designs-recognition_o
- Lifeguard Training Drills for Deep Water Rescues (Aquatics International) - https://www.aquaticsintl.com/lifeguards/lifeguard-training-drills-for-deep-water-rescues_o
- Operational Equity: Oakland's Town Camp (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/august/operationalizing-equity-oaklands-town-camp/>
- Moncton has spent \$200k on keeping old building operational while new facility built (CBC) <https://www.cbc.ca/news/canada/new-brunswick/moncton-codiac-rcmp-fire-inspection-1.6535988>
- Early results show Normandy Park proposition 1 failing (Normandy Park Blog) - <https://b-townblog.com/2022/08/02/election-results-1-early-returns-show-normandy-parks-proposition-1-failing/>

BOOK/PODCAST

I listened to the Harvard Business Review Ideacast on the book, "Results: getting work done by moving past politics" by Massachusetts Governor, Charlie Parker. The link below contains a podcast with a review of the differences between private business and government work.

<https://hbr.org/podcast/2022/05/leadership-lessons-from-a-republican-governor-in-a-blue-state>

OFF

Just a reminder that I will be attending a funeral tomorrow and will be off. I will be back in the office on Monday, August 8.



Des Moines Pool Metropolitan Park District

July 19, 2022

7:00 p.m.

Hybrid (District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

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

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None.

PUBLIC COMMENT - None

CONSENT AGENDA

Note, King County sent end of month reports late this month, reports reflecting Revenue and Expenditures will be in the August Regular Board Meeting Packet.

Commissioner Stender moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in June totaling \$55,334.17. Commissioner Achziger 2nd. The motion passed 5-0.

Executive Session Business

7a. Executive Session

President Young moved to go into Executive Session pursuant to RCW 42.30.110 (1)(i) to meet with legal counsel to discuss potential litigation and RCW 42.30.111 (1)(b) to consider the lease of real property. The Executive Session will be for 10 minutes until 7:20pm.

No motion needed at this time.

7b. HSD Lease Extension

No motion needed at this time.

OLD BUSINESS

8a. Grant Update

The District has received a number of grants this year. Please find a presentation with updates and information in the board packet.

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 Lauryne Thurmond, District Clerk, 206.429.3852.

Des Moines Pool Metropolitan Park District Meeting Minutes – 7/19/2022

No motion needed, informational only.

8b. Retreat Information

The Des Moines Pool Metropolitan Board had two retreats for its upcoming feasibility study. Both retreats were to develop a consensus foundation towards future planning for the organization. June 8's retreat covered Mission and Vision, and June 15ths covered short, middle and long-term planning. The feasibility study will commence once the KCYAS aquatic facilities grant is awarded, and the agreement is signed. No motion needed, informational only.

8c. Updated Aquatic Feasibility Study Estimate (NTE)

At the July 20, 2021, board meeting, the commissioners were presented with a proposal from Stemper Architects for \$95,000 for a feasibility study. For the second touch at the August 17, 2021, meeting, it was determined that the proposal would be pushed until the aquatic facilities grant was awarded. Due to Covid-19, funding was delayed until 2022 and the agreement has still not been signed by this meeting. The economy has also had unprecedented inflation from 2021 to 2022. Stemper has provided an updated estimate that is \$137,842, which includes an NTE to ensure all costs are covered. The KCYAS grant will cover \$100,000 of these fees but there will still be money that will need to be paid or transferred out of the capital fund to cover the additional funds. Commissioners would like a more detailed report reflecting the reasons for this jump in cost. No motion needed, informational only.

NEW BUSINESS

9a. Budget Calendar/Retreat

The District GM and staff are working under the first operations after the pandemic. There are many variables that will push back the process. District GM is suggesting that the budget retreat be pushed until early September to allow staff to concentrate on programming and more data information for next year's operations. No motion needed, informational only.

9b. Emergency Repair

The District discovered an issue with excessive air bleeding into its filter systems. This was causing the overflow for the system to dump water from the pool. The District thought this dumping could be alleviated by a power box repair, but once the power box was repaired it was discovered there was a deeper issue with air getting into the system. No estimate at this time, repair to be completed through the Finance Committee, a resolution will be put out on the August 16 meeting. If repair comes in over 20k a special meeting may be requested for the board to vote between meetings.

ADJOURNMENT

With no further business the meeting was adjourned at 7:56pm.

UPCOMING MEETINGS

- July 23, Waterland Parade "Special Meeting", 5:30pm, Various Locations
- August 16, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)
- September 20, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)
- October 18, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)

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

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

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

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

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 7/19/2022**

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Lauryne Thurmond, District Clerk

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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CORRESPONDENCE

August 16, 2022 – Regular Board Meeting

EMAIL RECEIVED

On Monday, August 8, 2022, 6:00 PM, Eileen Burns Caparoso wrote:

Board of Commissioners-

We're all excited to have our children vaccinated and life get back to a new normal.

I'm writing to express my disappointment that Mt. Rainier Pool is still not doing birthday party rentals. We're planning a fall birthday party for my son and wanted to book the pool for a long delayed party with friends.

Other pools in the area (including the Federal Way Community Center) are able to host our group but as we're not residents we pay an increased price. Since my family pays taxes towards the MRP I hoped to use our local resource.

When does the MRP plan on allowing events again?

I look forward to your response.

Eileen Burns Caparoso

RESPONSE FROM DISTRICT GM

Sent Tuesday, August 9, 2022, after discussing with staff.

Dear Eileen,

Thank you for your interest in having your private birthday party at the Mount Rainier Pool.

Unfortunately, we have private birthday parties on hold until late-February 2023. At this time, we are focusing on public programming including swim lessons, open swims and other programs that are open to the general public.

As many other pools, we are still dealing with the effects of Covid-19 on staffing, but we are focusing on allocating staff towards public programming until we are able to fully expand our schedule.

You are more than welcome to bring your birthday party to an open swim. We estimate having open swims from 1-3pm on Saturdays this Fall.

If you have any questions, you are free to reach out to me.

Thank you and good luck with your party,

Scott Deschenes, District GM
Des Moines Pool Metropolitan Park District/Mount Rainier Pool
22722 19th Avenue So.
Des Moines, WA 98198
206.429.3852

“Tell me and I forget. Teach me and I remember. Involve me and I learn.”

- Benjamin Franklin

RESPONSE FROM CUSTOMER

As of Wednesday, August 10th, there has not been a response to the District GM.

Note-original email was not sent to staff but was forwarded from a member of the board.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/06/2022

Total Amount: \$6,887.80

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220629133903.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D7130480...	<u>6/29/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Shane Young</u> 8116619AACC481...	<u>6/29/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220629133903.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			28099340	02/09/2022	\$62.88	CANON FEB 2022 BILLING
CANON FINANCIAL SERVICES, INC.			28246537	03/12/2022	\$62.88	CANON MARCH 2022 BILLING
CANON FINANCIAL SERVICES, INC.			28561383	05/12/2022	\$62.88	CANON MAY 2022 BILLING
CANON FINANCIAL SERVICES, INC.			28714247	06/11/2022	\$62.88	CANON JUNE 2022 BILLING
CANON FINANCIAL SERVICES, INC.			28399950	04/12/2022	\$62.88	CANON APRIL 2022 BILLING
FERNANDO CORTEZ			20220625FC-89	06/30/2022	\$268.38	FC PAYROLL PE 6/25/22
HIGHLINE WATER DISTRICT			20220622_HWD	06/21/2022	\$540.79	HIGHLINE WATER JUNE 2022 BILLING
JAY'VION GIPSON			20220625JG-103	06/30/2022	\$14.71	JG PAYROLL PE 6/25/22
JOE DUENBURY			20220630JD-08	06/30/2022	\$117.58	JD COMM SUB MAY 2022
MACDONALD-MILLER FACILITY SOLUTIONS			SVC227608	03/31/2022	\$754.46	MACMILLER MARCH 2022- SMALL DRAIN MACHINE
MIDWAY SEWER DISTRICT			20220625_MSD	06/25/2022	\$451.72	MIDWAY SEWER APRIL-JUNE 2022 BILLING
NORTHWEST LANDSCAPING SERVICES			CD50220090	07/01/2022	\$560.40	NW LANDSCAPING JULY 2022
SHANE STENDER			20220630SS-77	06/30/2022	\$117.56	SS COMM SUB MAY 2022
SOUND CLEANING RESOURCES INC.			25784	06/22/2022	\$3,747.80	SOUND CLEANING - FLOOR CLEANING 2022



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/13/2022

Total Amount: \$9,703.25

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220708131014.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Desdunes</u> 2E03810D71504B0...	<u>7/8/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Lauryne</u> 5E8DDA9899F2474...	<u>7/11/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220708131014.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1082	07/01/2022	\$48.75	JUNE BANNER UPDATE 575 2022
CENTRAL WELDING SUPPLY			RNO6222496	06/30/2022	\$73.57	CENTRAL WELDING CHEMS JUNE 2022 BILLING
COLIBRI NORTHWEST, LLC			171DM	06/30/2022	\$450.00	COLIBRI NW JUNE 2022 BILLING
DATAQUEST, LLC			18687	06/30/2022	\$522.00	DATAQUEST JUNE 2022 BILLING
JARED WOLD			20220101_DRSJW	07/06/2022	\$407.96	JANUARY DRS TO JARED WOLD (HE WASN'T ADDED TO DRS IN TIME FOR THIS PAYMENT TO GO TO HIS ACCOUNT).
LINDA RAY			220207-01	07/05/2022	\$82.50	LINDA RAY JUNE 2022 BILLING
MASON JOEL GIBBS			2022063097_MG	06/30/2022	\$194.86	ACCOUNT CLOSED SO HARD CHECK MUST BE SENT. JUNE 30 2022 PAYROLL
SNURE LAW OFFICE			20220701_SLO	07/01/2022	\$1,746.25	JUNE 2022 SNURE LEGAL BILLING
SOUND CLEANING RESOURCES INC.			25943	07/04/2022	\$5,459.86	HIGH DUSTING SOUND CLEANING 2022 BILLING
ZEN 22015, LLC			20220801ZEN	07/06/2022	\$717.50	ZEN RENT AUGUST 2022



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/20/2022

Total Amount: \$24,962.00

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220713092646.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E03815D71304B0...	<u>7/13/2022</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by: <u>[Signature]</u> 9E8DDA9898F2474...	<u>7/14/2022</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220713092646.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			18024	07/01/2022	\$90.00	ABS JUNE BILLING 2022
CANON FINANCIAL SERVICES, INC.			28866840	07/13/2022	\$62.88	CANON BILLING JUNE 2022
CENTRAL WELDING SUPPLY			CG114778	07/05/2022	\$241.65	CENTRAL WELDING JUNE BILLING 2022
CMIT SOLUTIONS EASTSIDE			10635	06/30/2022	\$1,416.00	CMIT JUNE BILLING 2022
CMIT SOLUTIONS EASTSIDE			10699	06/30/2022	\$223.45	CMIT TELECOMMUNICATION JUNE BILLING 2022
COMCAST			20220713_COM	07/08/2022	\$151.91	COMCAST JUNE 2022
FERNANDO CORTEZ			20220715FC_89	07/15/2022	\$242.64	FERNANDO C. PE 6/25/22
GRAINGER			9371998114	07/11/2022	\$187.45	GRAINGER JANITORIAL SUPPLIES JULY 2022
JAY'VION GIPSON			20220715JG_103	07/15/2022	\$77.20	JAY'VION G. PE 6/25/22
MACDONALD-MILLER FACILITY SOLUTIONS			PM121758	07/01/2022	\$4,782.74	MACMILLER JUNE BILLING 2022
PRINT PLACE			32601	06/27/2022	\$677.24	PRINT PLACE 2022
PUGET SOUND ENERGY			20220712_PSE	07/12/2022	\$16,808.84	PSE JUNE/JULY 2022

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 07/15/2022

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 7/10/22	170950010			24219			30,636.73
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 30,636.73

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

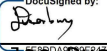
Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name _____ Organization _____
 Email _____ Phone # _____ Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 7/11/2022
 Print Name Joe Dusebury Phone # _____ Email _____

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 07/31/2022

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 07/25/2022	170950010			24219			28,283.75
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 28,283.75

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

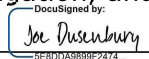
Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name _____ Organization _____
 Email _____ Phone # _____ Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 7/26/2022
 Print Name Joe Dusenbury Phone # (206) 429-3852 Email mypeggysue.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District G.M./Legal **Meeting Date:** 08/16/22

Under: Executive Session Business **Attachment:** None

Subject: HSD Lease Extension

Background/Summary:

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

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

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

At the July 19 Regular Board Meeting, it was requested that all board members make comments and edits by August 2, 2022. The District GM met with the Capital and Contracts Committee on August 3 to go over all edits for recommendations to the full board. The board will go over the proposed edits at the meeting to go back to the school district for negotiations.

Fiscal Impact: N/A

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

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

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

Two Touch Rule:	<u>8/03/22</u>	Committee Review
	<u>3/15/22</u>	First Board Meeting (Informational)
	<u>8/16/22</u>	Second Board Meeting (Action)

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

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

Notes:

- No attachments.

AGENDA ITEMS SUMMARY SHEET

- Attachments:
 - Physical Report
 - PPT Reports to Board

AQUATICS MANAGER'S QUARTERLY REPORT – Spring 2022

OVERALL VISITATION REPORT (QUARTER 2 MONTHLY REPORT 2022)

April	May	June
1601	2791	1739

DAILY AND MONTHLY BREAKDOWN

In the future, we plan to break water exercise out on admissions and reports.

April

	Pool	Spectator Area	Deck	Total Daily
1	6	2		8
2	32	7	8	47
3				
4	34		2	36
5	22			22
6	81		4	85
7	60			60
8	50		18	68
9	5			5
10	36	4	8	50
11	30			30
12	43		1	44
13	43	2		45
14				
15	38	2		40
16	42	30	16	88
17				
18	112	20	12	144
19	58		1	59
20	53	7	8	68
21	37		1	38
22	44			44
23	38	13	19	70
24	8		1	9
25	69	42	10	121
26	64	6		70
27	80	26	2	108
28	54	1	6	61

29	38	1		39
30	53	68	21	142
Total:				1601

May

	Pool	Spectator Area	Deck	Total Daily
1				
2	75	45	9	129
3	49	2		51
4	91	25	3	119
5	43			43
6	48	3	1	52
7	112	37	20	169
8				
9	170	60	2	232
10	89		4	93
11	109	33	1	143
12	43			43
13	32	1		33
14	57	41	23	128
15	43			43
16	87	64	29	180
17	82	2	7	91
18	153	51	7	211
19	64	1	2	67
20	80			80
21	121	48	29	198
22	71	3	7	81
23	113	59	36	208
24	25			25
25	82	30		112
26	24			24
27	73	2	1	76
28	79	8	10	97
29	10			10
30				
31	52	1		53

Total				2791
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June

	Pool	Spectator Area	Deck	Total Daily
1	90	23	2	115
2	15		3	18
3	65	4	1	70
4	72	29	8	109
5	18	4		22
6	64	40	3	107
7	71	3	2	76
8	170	52	2	224
9	85	59	2	146
10	61	1	16	78
11	73	42	11	126
12	27	3	3	33
13	117	53	20	190
14	89	1	2	92
15	35	2	1	38
16	22	3	1	26
17	69		5	74
18	22		4	26
19	8			8
20				
21	29	1	3	33
22	16	3	2	21
23	13		2	15
24	15	1	3	19
25	35		14	49
26				
27				
28				
29	8	3	2	13
30	10		1	11
Totals				1739

SWIM LESSON PARTICIPATION

This report is for April 1 – June 30 2022. At this time, we offered Monday/Wednesday Afternoons (4:30-7pm) with 5 minutes in-between each class and Saturday Mornings (8-11:15am) 10 minutes in-between for cleaning, communication and social distancing.

Saturdays, April 16-June 11

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Ideal Capacity (No Privates)*
Parent/Child**	1	1	10/10	0	100%
7:30am (adult)	1	1	3/5	0	60%
8:00am	4	4	20/20	0	100%
8:40am	4	4	20/20	0	100%
9:20am	4	4	20/20	0	100%
10:00am	4	4	20/20	0	100%
10:40am	3	3	15/15	0	100%
Totals	4 (avg)	21	108/110	0	98%

Monday and Wednesday, April 18-May 11

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)*
Parent/Child**	1	1	10/10		100%
4:30pm*	2	2	10/10		100%
5:05pm	3	3	15/15		100%
5:40pm	3	3	15/15		100%
6:15pm	3	3	15/15		100%
Totals	3 (avg)	12	65/65		100%

Monday and Wednesday, May 16 - June 13

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Ideal Capacity - Out of 25 (Doesn't Include Privates)*
Parent/Child**	1	1	9/10		90%
4:30pm*	3	3	16/15		100+%
5:05pm	4	4	20/20		100%
5:40pm	4	4	20/20		100%
6:15pm	4	4	20/20		100%
Totals	4 (avg)	16	85/85		100%

*Class overfilled due to registration error. **Parent and child classes offered at 10:30am and 4:30pm.

SPECIAL EVENTS- NO SPECIAL EVENTS TO REPORT

PROMOTIONAL DAYS: None during this time period.

Overview of Pool Operations:

Highschool Boys season ended Mid-February (timing system was used for all meets). SMAC continued usage of pool space Monday-Saturday, times ranged from 10am-8pm. Sat swim lessons began on January 15th and ended March 12th. Monday swim lessons began on February 7th and ended March 28th. Lessons were social distanced for Monday lessons due to the omicron variant, having a max capacity of 3 students per class instead of 5. Programming is beginning to increase as COVID-19 restrictions have been lifted and more staff are being hired and trained. We are also, partnering with the local outdoor pools to do joint lifeguard certification trainings for the summer.

WRPA Aquatics Network and Aquatic Trends: None to report at this time.

Staffing:

Our staffing numbers have changed a bit from the last report. We have 40+ employees currently and 15 leaving will be by the mid-September (college, extracurricular activities, etc.). Head lifeguards have been conducting monthly and daily skills checks that have helped tremendously with polishing staff's skills. We are currently interviewing and testing lifeguards for the open Headguard positions.

Programming Notes:

- **General:** We have seen consistency with staying open and general growth in our numbers since restrictions have been lifted. We have been planning and preparing for program packed Summer. Camp Chaos will be returning this summer for afternoon lessons so our primary weekly lessons will be in the mornings from Monday-Thursday and Saturdays. SMAC has been in the water, and we have partnered with Maritime High School to use the pool in March after Boys High Swim and Dive ended mid-February. We have added more spots for WX and now allow instructors to teach from in the water. We have certified around 10+ lifeguards and have held 2 lifeguard classes. Also, we are working with Olympic View and training lifeguards for both pools.
- **Swim Lessons:** With an increase in instructors, we were able to provide Mon/Wed lessons and Saturday lessons which expanded over the course of 2 months. During the closure in June we were able to certify 8 staff as Water Safety Instructors through the Red Cross.
- **Scholarship Information:** \$1246 used during the year.
- **Private Party Rentals:** None to report
- **PTSA Swims:**
 - Hosted Woodmont in April.
 - Parkside cancelled in March and May.
 - Midway was offered June, but declined the offer.
- **Maintenance**
 1. Aquatic Specialty Services- Monthly service (ongoing), continued bi-weekly backwashing and weekly strainer basket cleaning.

Repairs/ Installs:

- Electrical panel downstairs was replaced with a new and easier to use one.

Community Outreach

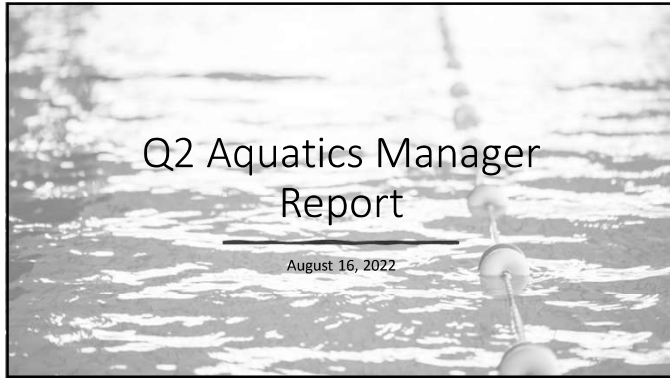
- Community outreach team began meeting and putting together goals for the future.
- More information in July, coming in the future report.

Marketing Update


- City Scene: Ad currently running for Spring.
- City Currents: Summer ads in progress.
- No School Swims and April Pool's Swim: On hold due to COVID-19 related staffing issues.
-

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

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




1



Swim Lessons/Programming

- Q2 Swim Lessons:
 - Monday & Wed (2 sessions)
 - 4/18-5/11
 - 40/60 spots filled (100%)
 - 5/16-6/13
 - 85/85 spots filled (100%)
 - Saturday (1 sessions)
 - 100/100 spots filled (100%)
 - Grant Covered: Ages, 4-14
- Scholarship (As of 8/10)
 - FC - \$1,247 (\$2,642 -2021)
 - Grant effort totals
 - SEEK -Est. Full Usage
 - Or close to it
 - SEEK Equipment (\$10K)-Full
 - KCYAS (\$5K)
 - MRP Swim Club - 20(full)
 - LG Prep -6

2



Other Programming/Info

- Water Exercise
 - Mornings (M/W/F) – Average – 18
 - Evenings (T/TH) – Average – 10
 - Email to offer 5 mornings/week – would affect swim lessons
- Closure Trainings
 - 16/20 Lifeguard (2 classes)
 - 8/10 Swim Lesson Instructor class
- Special Events
 - None, due to Covid-19
- Swim Teams
 - Hosted SMAC
- Closure
 - Benches, Power Box, Backflow Plumbing, Cleanings

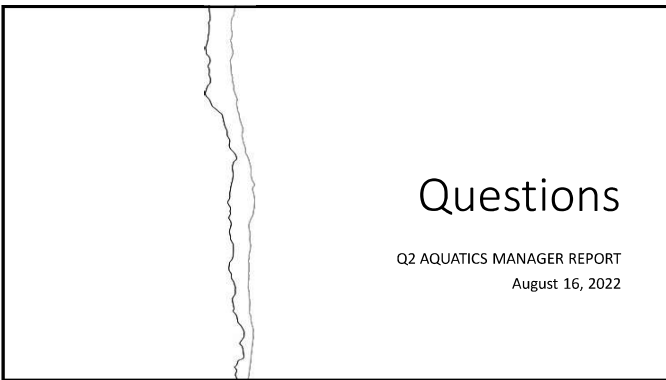
3



Upcoming Items

- Hiring Second Coordinator
 - Utilize NW Aquatics Association Conference (Sept 19-20)
- 15+ Graduating Staff
 - Another difficult fall
 - Re-evaluate processes to attract daytime staff
- Grant Billing (due October 1)
- Partnership- Fall meeting(s)
 - Reaching out to other pools

4



5



1

Need for Changes

CAPACITY:

- Mount Rainier Pool cannot accommodate entire region for swim lessons
- Need to prioritize residents over non-residents
- Offer more classes for Levels (ages 7-14) will be able to have more staff ready in next couple of years

QUALITY:

- Focus on quality over quantity
- Grants and scholarships need to support quality of programming
- Work to have all swim instructors certified in American Red Cross
- Add value-added services (report cards, better communication, etc.)

2

FALL PLANNING


Schedule Options

- Mon/Wed, 5-7pm:
 - October 2 – 26 (8)
 - Break – Week of 10/31
 - November 7 – December 7 (8)
 - No classes week of November 21
 - Or No Classes November and December
 - Focus on Trainings for January/Effects of Holiday
- Mon or Wed, 5-7pm:
 - Monday: Oct 2 – Dec 5 (8)
 - No classes 10/31 or 11/21
 - Wednesdays: Oct 4 – December 7 (8)
 - No classes 11/7 or 11/23
- Saturday, 8am-11:15am:
 - October 8 – December 10
 - No classes October 29 or November 26

Registration

- Resident: Monday, Sept. 21
 - Current Resident Student – 4:00-6:00pm
 - New Resident Student – 6:00pm
- Non-Resident: Wednesday, Sept 23
 - Current Non-Resident Student – 4:00-6:00pm
 - New Non-Resident Student – 6:00pm

3

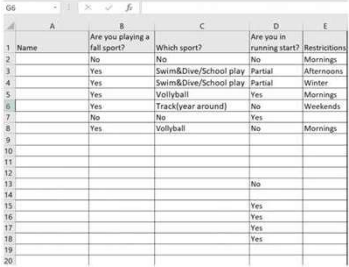


SCHOLARSHIP CHANGES

- Reset program with updated rates (froze rates during COVID-19)
- Set expectations for continued access (attendance, conduct, etc.)
- Feed grant programs through scholarships to streamline processes
- Remove allocation per season
- Set better deadlines for usage (use or lose)
- Simplify form (talk to staff about places people find confusing)
- Add leftover suits from SEEK grant for people that may not be able to afford

4

Staff Scheduling



5

Fall Schedule Variables

- Turnover:
 - 15+ Staff Graduating
 - Eligible Head Guard Staff Not Turning 18 (Minimum Age, OSHA)
 - Most kids playing sports or activities
- Morning Schedule – Availability of Staff (Need to re-explore)
 - Early and late mornings difficult to staff
- Evening – HSD Usage:
 - All lanes or 2 lanes at 5pm
 - Peak Times for Community (weekdays, 5-7pm)
- Swim Lesson Instructor Availability – 5-7pm
 - Need to add in privates (estimate 2 staff)
- Sundays, Rentals – Difficult to Staff During Fall – Shoot for late-February
 - Only exception is if we cut down on Saturday Open Swim time

6

Schedule Options (Optimal)

No Lanes, 5-6pm

Shallow End						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Water Exercise 8:30-9:30am	Water Working 9:30am-1pm	Water Exercise 8:30-9:30am	Water Working 9:30am-1pm	Water Working 9:30am-1pm	Family Swim 11:30am-12:30pm	Not Available
Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	
Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	
Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	

2-Lanes, 5-6pm

Shallow End						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Water Exercise 8:30-9:30am	Water Working 9:30am-1pm	Water Exercise 8:30-9:30am	Water Working 9:30am-1pm	Water Working 9:30am-1pm	Family Swim 11:30am-12:30pm	Not Available
Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	
Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	
Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	

Deep End						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Swim Lessons 8:30-9:30am	Not Available
Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	
Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	
Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	

Deep End						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Lap Swimming 8:30-9:30am	Swim Lessons 8:30-9:30am	Not Available
Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	Cleaning 1:30pm-2:30pm	
Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	Family Swim 4-5pm	Family Swim 4-5pm	Swim Lessons 8:30-9:30am	
Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	Water Exercise 8:30-9:30am	

7



8

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM

Meeting Date: 08/16/22

Under: Old Business

Attachment: None

Subject: Retreat Scheduling

Background/Summary:

The Des Moines Pool Metropolitan Board had two retreats for its upcoming feasibility study. Both retreats were to develop a consensus foundation towards future planning for the organization. June 8's retreat covered Mission and Vision and June 15's covered short, middle and long-term planning. Copies of files are on file at the district offices.

The feasibility study will commence once the KCYAS aquatic facilities grant is awarded, and the agreement is signed. Until that point, any work done may not be covered by the grant. This is why we are not moving forward at this time.

Once the formal agreement is completed, a schedule will be announced for the feasibility study.

Stemper Architects is still working on the narrative from the retreats for the Master Plan. This is scheduled to be presented at the August 16 board meeting.

The District GM would also like to utilize this opportunity to go over the 2023 budget and better positioning services for planning for 2023.

Fiscal Impact: N/A

Proposed Motion: I move to schedule the Fall Board Retreat on DATE at pm.

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- King County council approves \$100,000 for Des Moines Pool Metropolitan Park District - <https://waterlandblog.com/2022/04/20/king-county-council-committee-approves-100000-for-des-moines-pool-metropolitan-park-district/>

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM

Meeting Date: 08/16/22

Under: Old Business

Attachment: None

Subject: Q2 Financial Report

Background/Summary:

The District GM will update the board on District finances. The report will be the second quarter, which will be April-June.

Fiscal Impact: N/A

Proposed Motion: Information only. No motion necessary.

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

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

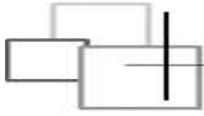
Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Attachments:

- April-June, Expense vs. Revenue Reports (Vision MS)
- Q2 Financial Report
- PowerPoint Report
- MRSC Budget Suggestions Article: [Click here](#) for link. (Not attached)



2022 Quarter II EXPENDITURES

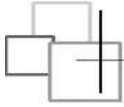
Beginning Balance = \$1,482,860.82

Ending Monthly Balance = \$1,108,916.41

Category/ Acct #	Reference	Apr 2022	May 2022	Jun 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
Salaries & Wages								
001-000-000-576-20-10-00	Commissioners - Subsidies	705.39	\$706.85	\$1,057.22	\$5,635.43	\$21,000.00	15,364.57	27%
001-000-000-576-20-10-01	District Manager - Wage	\$6,268.99	\$6,313.97	\$6,269.52	\$39,924.81	\$95,500.00	55,575.19	42%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,522.85	\$4,958.91	\$4,885.23	\$21,983.46	\$32,168.14	10,184.68	68%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,054.52	\$5,086.35	\$5,051.33	\$32,132.80	\$84,000.00	51,867.20	38%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,072.95	\$4,094.22	\$4,074.45	\$25,243.77	\$126,000.00	100,756.23	20%
001-000-000-576-21-30-01	Lifeguards	\$12,885.67	\$10,942.54	\$9,141.36	\$60,397.43	\$217,360.00	156,962.57	28%
001-000-000-576-21-30-02	Instructors	\$3,544.92	\$6,279.99	\$6,159.04	\$27,880.52	\$95,000.00	67,119.48	29%
001-000-000-576-21-32-02	Head Lifeguards	\$882.73	\$2,116.79	\$6,453.88	\$13,798.26	\$38,601.76	24,803.50	36%
001-000-000-576-21-25-05	Incentive Pay					\$7,500.00	7,500.00	0%
001-000-000-576-20-21-19	Payroll Taxes	\$2,588.25	\$2,549.64	\$2,878.75	\$15,633.21	\$41,995.79	26,362.58	37%
001-000-000-576-21-42-05		\$8,665.01	\$8,535.74	\$9,637.56	\$52,337.25	\$140,794.61	88,457.36	37%
001-000-000-576-21-33-04	Overtime (OT)				\$387.17	\$13,999.57	13,612.40	3%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)				\$0.00	\$1,308.30	1,308.30	0%
001-000-000-576-21-33-00	Sick Pay				\$255.61	\$1,622.40	1,366.79	16%
	Total Salaries & Wages	\$154,384.62	\$51,585.00	\$55,608.34	\$295,609.72	\$916,850.57	\$621,240.85	32%
Personal Benefits								
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$4,212.57	\$1,064.33	\$8,080.81	\$16,378.25	\$12,799.13	(3,579.12)	128%
001-000-000-576-21-22-30		\$3,710.94	\$927.70	\$6,964.58	\$13,247.49	\$42,849.25	29,601.76	31%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$135.00	\$792.00	\$2,000.00	1,208.00	40%
	Total Personal Benefits	\$8,058.51	\$2,127.03	\$15,180.39	\$30,417.74	\$57,648.38	\$27,230.64	53%
Grants								
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)				\$0.00		0.00	#DIV/0!
001-000-000-337-20-00-01	King County Youth Athletic Sports				\$0.00		0.00	#DIV/0!
	Total Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Office Supplies								
001-000-000-576-20-31-00	Office Supplies	\$452.63	\$40.11	\$86.01	\$578.75	\$230.00	(348.75)	252%
001-000-000-576-21-35-03		\$109.02		\$46.15	\$155.17	\$770.00	614.83	20%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$16.46			\$16.46	\$2,000.00	1,983.54	1%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$2,143.34			\$2,143.34	\$4,000.00	1,856.66	54%
	Total Office Supplies	\$2,721.45	\$40.11	\$132.16	\$2,893.72	\$7,000.00	4,106.28	41%
Maintenance & Repair Supplies								
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$352.33	\$469.61	\$45.36	\$1,046.20	\$3,000.00	1,953.80	35%
001-000-000-576-21-35-02	Janitorial Supplies & Services		\$395.04	\$209.68	\$1,233.18	\$7,000.00	5,766.82	18%
	Total Maintenance & Repair Supplies	\$352.33	\$864.65	\$255.04	\$2,279.38	\$10,000.00	7,720.62	23%
Pool Supplies								
001-000-000-576-21-40-00	Employee Recognition	\$182.86	\$100.00	\$85.00	\$500.72	\$1,000.00	499.28	50%
001-000-000-576-21-35-01	Pool Chemicals				\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-21-35-15	Special Pool Events		\$3,271.35	\$953.92	\$4,227.71	\$2,000.00	(2,227.71)	211%
001-000-000-576-21-42-06	Uniforms &Clothing				\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)				\$477.78	\$2,000.00	1,522.22	24%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$2,854.98	\$41.00	\$883.18	\$3,959.63	\$3,500.00	(459.63)	113%
	Total Pool Supplies	\$3,037.84	\$3,412.35	\$1,922.10	\$9,165.84	\$26,000.00	16,834.16	35%
Pool Equipment								
001-000-000-576-21-35-06	Equipment - BecSys PProbes (ER&R)				\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)			\$938.86	\$938.86	\$5,000.00	4,061.14	19%
	Total Pool Equipment	\$0.00	\$0.00	\$938.86	\$938.86	\$6,100.00	5,161.14	0%
Professional Svcs - Front Offc								
001-000-000-576-20-41-01	Consulting Contracts				\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$577.50	\$1,141.25	\$412.50	\$4,775.00	\$14,000.00	9,225.00	34%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)				\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,642.45	\$1,862.90	\$1,416.00	\$10,039.11	\$22,000.00	11,960.89	46%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$115.14	\$142.67	\$5.92	\$305.46	\$460.00	154.54	66%
001-000-000-576-21-49-10					\$62.88	\$1,540.00	1,477.12	4%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)			\$4,954.50	\$4,954.50	\$5,500.00	545.50	90%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$99.90	\$48.80	\$50.30	\$243.90	\$1,500.00	1,256.10	16%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$519.66	\$558.86	\$631.66	\$3,224.26	\$7,700.00	4,475.74	42%
001-000-000-576-21-42-09	Timekeeping	\$528.48	\$264.24		\$1,056.96	\$2,500.00	1,443.04	42%
	Total Prof Services-Front Offc	\$3,483.13	\$4,018.72	\$7,470.88	\$24,662.07	\$62,700.00	\$38,037.93	39%
Professional Svcs - Maintenance								
001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$90.00	\$90.00	\$450.00	\$0.00	(450.00)	#DIV/0!

Category/ Acct #	Reference	Apr 2022	May 2022	Jun 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)				\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$300.19	\$73.57	\$286.50	\$1,374.12	\$5,000.00	3,625.88	27%
001-000-000-576-21-41-20	Gutter and Roof Management				\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)				\$945.96	\$500.00	(445.96)	189%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$1,648.23	\$560.40	\$560.40	\$3,318.44	\$7,200.00	3,881.56	46%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$122.90	\$220.96	\$171.91	\$646.99	\$1,750.00	1,103.01	37%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)				\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,048.19	\$2,381.53	\$1,034.82	\$6,185.93	\$6,000.00	(185.93)	103%
	Total Prof Services-Maintenance	\$3,209.51	\$3,326.46	\$2,143.63	\$17,704.18	\$49,450.00	32,195.82	14%
Repairs & Maintenance								
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$6,377.18		\$1,406.69	\$16,202.37	\$100,000.00	83,797.63	16%
001-000-000-576-21-48-01	Office/IT Equipment Repairs				\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)				\$0.00	\$34,700.00	34,700.00	0%
	Total Repairs & Maintenance	\$6,377.18	\$0.00	\$1,406.69	\$16,202.37	\$136,700.00	\$120,497.63	12%
Communications								
001-000-000-576-20-41-02	Web Design & Maintenance		\$487.50		\$4,290.00	\$2,000.00	(2,290.00)	215%
001-000-000-576-20-41-10		\$35.24	\$41.84	\$262.04	\$627.59	\$920.00	292.41	68%
001-000-000-576-21-42-01	MS Suscription MS Office 365	\$482.24	\$220.20		\$922.64	\$3,080.00	2,157.36	30%
001-000-000-576-21-42-07	Postage and Mailing	\$62.33			\$89.86	\$1,000.00	910.14	9%
001-000-000-576-21-42-13	Scheduling (Omnify)				\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	677.64			\$1,391.77	\$3,500.00	2,108.23	40%
001-000-000-576-21-42-14	Elevate Phone System	1181.15			\$1,181.15	\$4,600.00	3,418.85	26%
001-000-000-576-20-42-03		\$46.24	\$23.12	\$23.12	\$138.72	\$69.00	(69.72)	201%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$46.24	\$23.12	\$23.12	\$92.48	\$231.00	138.52	40%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg.Zoom)	\$80.34	\$165.04	\$26.78	\$298.94	\$400.00	101.06	75%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$118.00	\$59.00	\$59.00	\$354.00	\$800.00	446.00	44%
	Total Communications	\$2,729.42	\$1,019.82	\$394.06	\$9,387.15	\$17,900.00	8,512.85	52%
Training & Travel								
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)		\$0.75		\$0.75	\$750.00	749.25	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)		\$427.20		\$427.20	\$750.00	322.80	57%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$205.00			\$369.00	\$3,000.00	2,631.00	12%
001-000-000-576-21-43-03	Certifications (non WSI)				\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)				\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)				\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07		\$729.00		\$35.00	\$799.00	\$3,120.00	2,321.00	26%
001-000-000-576-20-43-07	Management Staff Training				\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$934.00	\$427.95	\$35.00	\$1,595.95	\$15,000.00	13,404.05	11%
Advertising								
001-000-000-576-20-41-07	District Advertising	\$2,009.18	\$58.89	\$916.75	\$3,493.06	\$10,000.00	6,506.94	35%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard				\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard				\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design				\$285.72	\$500.00	214.28	57%
	Total Advertising	\$2,009.18	\$58.89	\$916.75	\$3,778.78	\$17,473.51	13,694.73	22%
Rentals & Leases								
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$717.50	\$717.50	\$4,305.00	\$2,500.00	(1,805.00)	172%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$550.00	\$275.00	\$275.00	\$1,650.00	\$4,000.00	2,350.00	41%
001-000-000-576-20-45-02	Miscellaneous Rentals			\$180.00	\$180.00	\$5,000.00	4,820.00	4%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)				\$0.00	\$6,000.00	6,000.00	0%
	Total Rentals & Leases	\$1,267.50	\$992.50	\$1,172.50	\$6,135.00	\$17,500.00	5,365.00	35%
Utilities								
001-000-000-576-21-47-00	Electricity (PSE)	\$22,078.86	\$9,245.79	\$16,808.84	\$70,813.93	\$99,000.00	28,186.07	72%
001-000-000-576-21-47-02	Water (Highline)			\$1,026.90	\$3,204.85	\$9,000.00	5,795.15	36%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)		\$1,623.61		\$2,816.43	\$2,500.00	(316.43)	113%
001-000-000-576-21-47-04	Sewer (Midway)				\$1,502.73	\$4,000.00	2,497.27	38%
	Total Utilities	\$22,078.86	\$10,869.40	\$17,835.74	\$78,337.94	\$114,500.00	36,162.06	68%
Insurance								
001-000-000-576-20-46-00	Insurance - WCIA, AWC				\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$0.00	\$0.00	\$0.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous								
001-000-000-576-21-40-20	Scholarships				\$1,732.70	\$18,000.00	16,267.30	10%
001-000-000-576-20-41-12	AMG Liabilities				\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-00	Miscellaneous	\$17.38	\$0.00	\$41.83	\$186.26		(186.26)	
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$27.32		\$297.68	\$483.63	\$4,000.00	3,516.37	12%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)			\$240.02	\$385.35	\$2,000.00	1,614.65	19%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$2,211.53	\$1,119.79	\$1,167.19	\$5,341.54	\$4,000.00	(1,341.54)	134%
001-000-000-334-05-10-01	SEEK Grant	\$526.00	\$5,219.00	\$11,013.62	\$25,944.62	\$80,000.00	54,055.38	32%
001-000-000-576-20-51-50	Background checks	\$174.00	\$355.00	\$123.00	\$710.00	\$2,000.00	1,290.00	36%
	Total Miscellaneous	\$22,533.36	\$6,693.79	\$12,883.34	\$34,784.10	\$110,250.00	59,198.60	32%
Intergovernmental Services								
001-000-000-576-20-51-02	Inspections (Fire Ext)				\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-41-11	SAO Audit				\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King Cty Election costs		\$58,653.26	\$1,006.26	\$59,659.52	\$45,000.00	(14,659.52)	133%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)		\$110.07		\$2,300.98	\$2,000.00	(300.98)	115%

Category/ Acct #	Reference	Apr 2022	May 2022	Jun 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-10	Services Contract (City of Des Moines)				\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)				\$0.00	\$2,000.00	2,000.00	0%
	Total Intergov Services	\$0.00	\$58,763.33	\$1,006.26	\$61,960.50	\$58,000.00	(3,960.50)	107%
COVID-19								
001-000-000-576-20-31-00	Office Supplies						0.00	0%
001-000-000-576-20-43-00	Training/Conferences						0.00	0%
001-000-000-576-21-31-01	Custodial						0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies						0.00	0%
001-000-000-576-21-43-06	First Aid Supplies						0.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies						0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies						0.00	0%
	Total COVID-19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0%
Capital *								
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections				\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices				\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers			\$4,036.25	\$4,036.25	\$75,000.00	70,963.75	5%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)				\$2,152.50	\$10,000.00	7,847.50	22%
301-000-000-397-00-00-00	Transfer From General Fund to Capital				\$0.00	\$0.00	0.00	#DIV/0!
	Total Capitals	\$0.00	\$0.00	\$4,036.25	\$6,188.75	\$86,500.00	\$80,311.25	
*Reserve balance \$214,079.00								
	TOTAL ADMINISTRATION	\$27,376.96	\$80,906.60	\$30,626.35	\$224,660.65	\$466,545.57	\$215,944.30	48%
	TOTAL OPERATIONS	\$79,029.46	\$63,293.40	\$88,675.39	\$392,806.65	\$1,179,526.89	\$812,664.86	33%
	TOTAL CAPITAL	\$0.00	\$0.00	\$4,036.25	\$6,188.75	\$86,500.00	80,311.25	7%
GRAND TOTALS		\$106,406.42	\$144,200.00	\$123,337.99	\$623,656.05	\$1,732,572.46	\$1,108,920.41	36%



2022 REVENUE Quarter II

Account #	Reference	Apr 2022	May 2022	Jun 2022	YTD Balance	2022 Budget	Budget Balance	Balance
General Fund Taxes								
001-000000-311-11-00-00	Property Taxes	\$503,160.93	\$0.00	\$8,692.63	\$572,219.62	\$0.00	-\$572,219.62	
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,641.97	\$0.00	\$147.30	\$3,146.21	\$0.00	-\$3,146.21	
	Total General Fund	\$504,802.90	\$0.00	\$8,839.93	\$575,365.83	\$1,077,572.46	\$502,206.63	53%
Charges for Goods and Services								
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0%
	Total Charges for Goods and Services	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0%
Miscellaneous Revenues								
001-000-000-361-11-00-00	Investment Interest	\$1,371.76	\$0.00	\$1,226.06	\$4,535.37	\$20,000.00	\$15,464.63	23%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships/Grants)	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$39,397.82	\$39,397.82	\$0.00	-\$39,397.82	
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,084.25	\$998.25	\$658.00	\$4,803.21	\$90,000.00	\$85,196.79	5%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,394.88	\$3,711.00	\$2,692.50	\$24,484.35	\$90,000.00	\$65,515.65	27%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$5.00	\$0.00	\$0.00	\$5.00	\$0.00	-\$5.00	
	Total Revenue	\$5,855.89	\$4,709.25	\$43,974.38	\$73,225.75	\$300,000.00	\$226,774.25	24%
Capital Projects/Reserve								
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
	Grand Total Revenue	\$510,658.79	\$4,709.25	\$52,814.31	\$648,591.58	\$1,577,572.46	\$175,000.00	41%

Second Quarter (Q2) 2022 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
August 16, 2022

April through June Financial Activity reports –have been reviewed, reconciled, and adjusted to reflect all activity of the district that has flowed through the King County Treasurer’s office. The report represents the 2nd quarter results for fiscal year 2022.

The General Fund records all of the activities of the district and the district has a separate capital reserve fund. All of the financial transactions of the district are recorded within General Fund and the balance will fluctuate from month to month, while the reserve account receives its funds on an annual basis in keeping with the districts goal to build up the fund balance for future capital projects.

The balances in each of these funds on June 30, 2022, are:

- General Fund – \$1,234,382.38
 - Capital Reserve - \$ 420,000.00
- Total Available Funds \$1,654,382.38

The cash flow chart and associated data has been developed to focus on the activity of the “General fund”, but the combined cash balance reflects the total of both the general fund and the reserve fund.

The second quarter review of financial transactions and their cumulative totals typically do not represent much financial activity for the district. The second quarter analysis is an affirmation of expenditures being on target to meet projections and a verification of ending fund balances for the previous fiscal period.

REVENUES

Revenues of the district fall within five categories as reflected in the following chart:

	Budget	YTD	%
Beginning Balance	\$ 1,000,000	\$1,176,767	118%
Taxes	\$ 1,077,572	\$ \$575,366	53%
Charges for Service*	\$ 25,000	\$ 0	0%
Misc./Interest	\$ 20,000	\$ 4,535	23%
Over the Counter**	\$ 180,000	\$29,293	16%
Grants (New)***	\$100,000	\$0	0%
Transfer from Reserves	\$ 75,000	\$ -	0%

**Normandy Park Payment Made in July 2022 (after this quarter).*

***Over the counter revenues do not reflect SEEK Grant Revenue and late billing for Swim Lessons and Swim Team usage that totals \$68,766 plus un-tabulated revenue for SEEK Grant Packets, KCYAS Grant, Lifeguard Training and Swim Instructor Training.*

****District has secured up to \$194,575 in grant monies. Although district will not use all monies, it will come ahead of budgeted \$100,000.*

The primary revenue source for the District is the collection of property taxes. Property tax is collected in April/May and then again in Oct/November. The 2nd quarter results reflect this cash flow cycle with the exception of the beginning fund balance. The ending fund balance from 2022 was greater than forecasted which provides the district with a surplus to start the year of \$176,767.

The Expenditure report for June 30th reflects the activities of the district, which have been segregated into departments &/or categories. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	Budget	YTD	%
Administration	\$ 466,546	\$ 224,661	48%
Operations	\$ 1,179,527	\$ 392,807	33%
Capital Reserve	\$ 86,500	\$ 6,189	7%
Transfer to Reserves	\$ 75,000.00	0	0%
Totals	\$ 1,732,572	\$ 623,656	36% (50%)

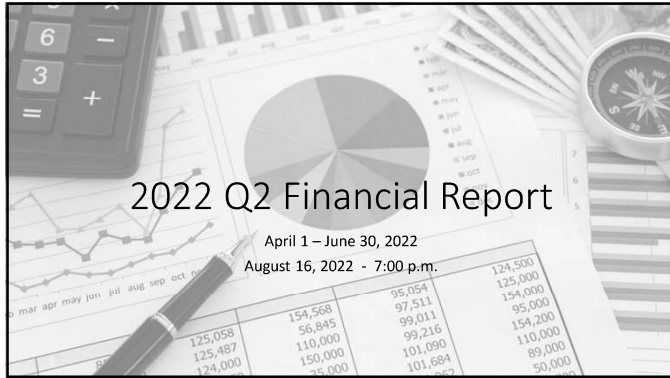
Each of these departments has individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 50% for the second quarter. Variances include continued usage of the district offices past budgeted amount, the effects of inflation on utilities and other services, and increased programming to meet grant generated revenue needs. We are working to adjust these totals in future reports.

The total expenditures for the District as of June 30, 2022 are at 36% of budget. This is well under the anticipated level of 50%. The 3rd & 4th quarters for the district will see more activity in the area of capital expenditures.

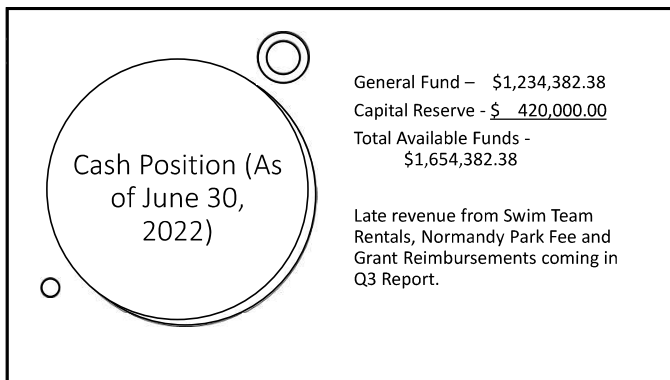
As previously stated, the 1st and 2nd quarter activities of the district were minimal due to Covid-19 and building up our operations. The next quarterly report will be presented to the board at its October meeting and will provide good insight into the cash position of the district and some of the impacts of grant reimbursements, set to occur during fiscal year 2022.

MORE INFORMATION

As always, please do not hesitate to ask any questions or let me know if you need additional information.



1



2

<p>Expenses (Per Section)</p> <p>4/1-6/30</p> <p>Goal = 50%</p>	<ul style="list-style-type: none"> Salaries and Wages – 32% Personnel Benefits – 53% Office Supplies – 41% Maint. & Repair Supplies – 23% Pool Supplies – 35% Pool Equipment – 15% Pro Services Off – 15% Pro Services Maint – 14% Repairs & Maint – 12% 	<ul style="list-style-type: none"> Communications – 52% Training & Travel – 11% Advertising – 22% Rentals & Leases – 35% Utilities – 68% Insurance – 94% <ul style="list-style-type: none"> One-time fee Miscellaneous – 32% Intergov'tal Svcs – 107% <ul style="list-style-type: none"> Elections Error - \$40K Should be 38% Capital – 7%
-----------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3



BUDGET 20/22
20/21

Expenses (Overall)
Target 50%

- Administration – 48%
- Operations – 33%
- Capital – 7%*

• OVERALL – 36%

4

Revenues

Actual

- Taxes - \$575,366
- Interest- \$4,535
- Over-the-Counter- \$29,293 (16%) ▷

Upcoming and Awaiting


- Swim Team Billing –
 - July - \$36,649 (paid)
- HSD 2022 – 2022 –
 - July - \$5,166 (paid)
- Grant Reimbursements – Up to \$194,575 in Q3/Q4
 - SEEK – Up to \$89,575
 - DMLF Grant – Up to \$10k
 - KCVAS – All of \$5k
 - Aquatic Feasibility Study – Late 2022/Early 2023

5

2022 Upcoming Non-Monthly Expenses

Expenses

- Stemper Study – Up to \$137k
 - \$100k covered by grant
- SEEK Grant Equipment (July/August) - \$10,067
- Gate Repair – Est. \$10k
- Plumbing Repair – Est. \$5k



6

Be Aware

Head Guard Shortage

- Look at benefits for daytime/late night staff
- Need to work towards fall and beyond

Trainings

- (From Q1 Report) Pushing to get capacity over budget
- Extra money (assign at future meeting)
- Continue to keep up with demand

Cost of Living

- Continues to climb
- Unprecedented growth since 1983
- Effecting contracting and utilities

Explore Daytime Guards

- (From last quarter) Add benefits? (difficult since required)
- Or is board okay with reduced morning hours?

7

Questions

2022 Q2 Meeting

August 16, 2022

8

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM

Meeting Date: 08/16/22

Under: Old Business

Attachment: Yes

Subject: Updated Aquatic Feasibility Study Estimate (NTE)

Background/Summary:

At the July 20, 2021, board meeting, the commissioners were presented with a proposal from Stemper Architects for \$95,000. For the second touch at the August 17, 2021, meeting, it was determined that the proposal would be pushed until the aquatic facilities grant was awarded.

Due to Covid-19, funding was delayed until 2022 and the agreement has still not been signed by this meeting. The economy has also had unprecedented inflation.

Stemper has provided an updated estimate that is \$137,842, which is an NTE to ensure all costs are covered. The KCYAS grant will cover \$100,000 of these fees, but there will still be money that will need to be paid or transferred out of the capital fund to cover the additional funds.

The District GM is recommending approving this estimate to move forward with the facility as it should give the board of commissioners' executable information on the facility that is in its 47th year of operations.

At the July 19th Board Meeting, the Board of Commissioners requested more information on the cost increases.

The District GM met with the architect and took comments on the changes to the Capital and Contracts Committee on August 2 and August 9. The attached PowerPoint presentation reflects those meetings.

Finally, King County Parks notified us of the grant process, and we will start inputting the information from the estimate and developing a timeline to work with King County to setup the grant agreement.

Fiscal Impact: Estimated \$100k covered by grants with additional \$40k covered by capital funds.

Proposed Motion: I move to approve the comprehensive assessment and feasibility study not to exceed \$140,000.

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

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

_____ To Be Determined _____ **Second Board Meeting**

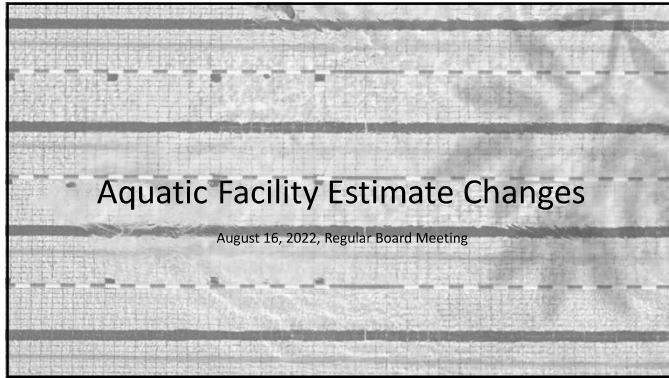
(Action)

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

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

Notes:

- Report on Cost-Increases (PowerPoint)
- Comprehensive Assessment and Feasibility Study (Task Order #3 – Stemper Architects)
- Original Email with 2021 (June) Estimate
- Email from King County on Aquatic Feasibility Grant + Attachments (ACH, Project Budget, Overview)
- King County council approves \$100,000 for Des Moines Pool Metropolitan Park District - <https://waterlandblog.com/2022/04/20/king-county-council-committee-approves-100000-for-des-moines-pool-metropolitan-park-district/>



1

Overview

- Original Estimate - \$95,000
- 2022 Estimate - \$137,842 (NTE)
- New estimate includes:
 - Hazardous Materials - \$5,495
 - Cost Estimator – \$17,424
 - \$22,919 of \$42,842 Differences
- KCYAS Grant covers \$100,000
- Remaining - \$37,842 will need to come from Capital Reserve Fund
- Agreement received from KC Parks to formalize grant and move forward

2

Response from Architect

In response to our conversation regarding the escalation in fee proposal, we have the following comments:

1] the original request for a budgetary fee was provided to DMPMPD based on generalizing the possible work to occur. A Scope of Work was not defined and there was no formal request for a fee proposal nor was a maximum budget cost provided; in order to assist DMPMPD's goal to determine a grant request amount, only an approximated cost estimate for budgeting purposes; a margin of error was expected.

2] with the budgetary cost estimate being provided in July of 2021, we were notified that the King County grant was approved in Spring 2022 but has not been released as of the date of this email. We have, however, provided a formal fee proposal to you in late July as requested, and it includes fee rate escalations and defined Scope of Work items. Additionally, a cost estimating consultant was added by request of DMPMPD which contributed to the escalation of costs from the original budgetary number.

(Added by SD) Scope Items: Hazardous Materials and Cost Estimator

3

Potential Stoppages: Response from Architect

Regarding the request for stopping points, there are only one or two places that are considered higher risk for the assessment/study:

- 1] if the storm sewer requirements for expansion and addition becomes exorbitant in cost (unknown at this time), and its modifications adversely impacts the immediate surrounding neighborhood.
- 2] if the local jurisdiction does not permit any expansion/addition

If there is a stoppage due to the AHJ (Authority Having Jurisdiction), we will defer to DMPMPD for next steps; it is our intent to explore all possibilities for this project site and review the code allowances thoroughly.

4

Recommendations

- August 17 – Had 10% Contingency of \$106,000 passed
- New Estimate is \$137,424:
 - Could remove Hazardous Materials -\$5,495
 - New NTE would be \$131,929
- Estimator is more expensive, but architect is recommending
- Will push that we cannot go above this total
 - Any substantial changes will be brought back to the board

5

Questions

August 16, 2022, Regular Board Meeting

6

JULY 11, 2022

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

**RE: Mount Rainier Pool – Task Order 03 [UPDATED FROM AUGUST 2021]
Comprehensive Assessment and Feasibility Study**

Dear Scott:

Stemper Architecture Collaborative and the A/E Team is pleased to provide you with an updated fee proposal for the Comprehensive Assessment and Feasibility Study at Mount Rainier Pool. For this Task Order 03, the scope of work includes the following:

Part 1 - Comprehensive Site Assessment Tasks

- General building systems evaluation and investigation
- Review infrastructure systems (MEP, structural/seismic)
- General hazardous materials scoping
- Review site/property, utilities, storm sewer, ECA
- Review building condition (arch), ADA compliance
- Review, evaluate building life cycle and systems
- ROM Costing and prioritization of assessment findings
- Owner coordination and communication (via phone/virtual)
- Consultant team coordination
- Report Writing (65% draft, 100% final document)

Part 2 - Feasibility Study Tasks

- Review and verify local ordinances, code reqt to modernize
- Review record documents and as-builts
- Review property and site restrictions/ storm sewer/imperv cover
- Analyze feasibility for renovation/addition
- Coordinate with Owner for goals and program, general communication
- Present two schemes for feasibility of existing site
- Associated ROM costing for each scheme
- Feasibility report writing

Not indicated on these two lists, but are included as part of the process are A/E consultant meetings, coordination and QA/QC time as part of the collaboration requirements to produce deliverables which will include: A] Part 1- 65% draft and 100% final report document; B] Part 2 – Feasibility presentation of 2 schemes to DMPMPD and the final report document.

This fee proposal reflects detailed fee breakdown of Scope of Work (SOW) tasks by trade and fee escalation updates since the original request dated July 20, 2021 which was a budgetary number only. We've also included a list of Optional Services that may be required (eg: boom lift or land survey) if record documents and equipment are not available. Additionally, we have added a cost estimating consultant as discussed. We understand that if the Scope of Work described in Parts 1 and 2 of this study exceed these fee estimates or optional services are included, an add service request to complete the work will be acceptable to DMPMPD. We also have taken in to account the existing reports and studies that have been completed previously, and will incorporate relevant information in to this work.

Total Basic Services for this request total at: \$137,842 (includes 10% markup for consultant services). Please note the "Estimate for Direct/Reimbursable Expenses and Optional Services" is included at the end of this letter.

CONTRACT TYPE: shall be in accordance with the conditions and terms indicated in the Consultant Agreement for Professional Architectural Services. It is our understanding that this Task Order 03 shall be based on Time and Materials format.

Exclusions:

SCHEDULE:

Work can commence immediately upon the approval and notice to proceed from the Des Moines Pool Metropolitan Park District Representative. StemperAC will coordinate with you to determine the best time and day for the A/E Team to perform the comprehensive site assessment.

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

Sincerely,



Melody Leung, President
Stemper Architecture Collaborative

Enclosures:

- Stemper AC Fee Proposal Summary for Task Order 03
- Fee Proposals from: The Greenbusch Group, Tres West Engineers, NG Jacobson, Jacobson Consulting Engineers, Wetherholt, PBS, and DCW Cost Estimating



TASK ORDER 02: Overview of Preliminary Assessment and Feasibility Study Design Services

- * A/E Services Part 1: Assessment of existing conditions; Part 2: Feasibility Study
- * Consultant services include architectural, structural, building envelope, mechanical, electrical, civil, hazardous materials.
- * Fee proposal below is on a Time and Material basis; should the scope require time/fee beyond what is shown, add services shall apply.

	Consultant Fee	SMSA Fee	Markup (X.X)	Proposed Fee	Subtotals
BASIC SERVICES (for Parts 1 and 2)					
Architectural Services (from below)		\$0	1.0	\$37,835	\$37,835
Consulting Engineers					
Mechanical/Plumbing Engineer (Greenbusch Group)	\$17,000.00		1.1	\$18,700	\$18,700
Electrical Engineer (Tres West Engineers)	\$9,000.00		1.1	\$9,900	\$9,900
Structural Engineer (NG Jacobson)	\$13,470.00		1.1	\$14,817	\$14,817
Civil Engineer (Jacobson Consulting Engineers)	\$17,610.00		1.1	\$19,371	\$19,371
Building Envelope (Wetherholt)	\$13,000.00		1.1	\$14,300	\$14,300
Hazardous Materials (PBS)	\$4,995.00		1.1	\$5,495	\$5,495
Cost Estimator (DCW)	\$15,840.00		1.1	\$17,424	\$17,424
					\$0
Sub-total					\$137,842

**see end of proposal for optional service items

StemperAC Hourly Rates

Principal-In-Charge (PIC)	\$205
Sr. Project Manager	\$200
Project Manager	\$155
Architectural Staff	\$140
Admin	\$110

=====

BASIC DESIGN SERVICES		PIC	Proj. Mgr	Arch Stf	Admin	
1	Part 1 - Comprehensive Site Assessment Tasks					
1.1	Review of existing as-builts documents and reports (for ref.)	2	2			4
1.2	Site Assessment Visit (2 min. @ 4 hrs ea. or (1) 8 hr visit)	8	8			16
1.3	Coordination w/ Consultants (In-house mtgs, general)	2	4			6
1.4	Coordination w/ DMPMPD (2 min. mtgs @ 2hrs ea)	4	4			8
1.5	Project Schedule		2			2
1.6	Code Review/Verification	1	2			3
1.7	Project SOW prioritization w/ Team and DMPMPD	2	2			4
1.8	Report Writing - 65% draft	16	4			20
1.9	Report Costing - 65% draft	8				8
1.10	Owner Review (BOT presentation mtg as needed)	2	2			4
1.11	Final report writing - 100%	8	4			12
1.12	Final report costing - 100%	4	2			6
1.13	Final report submission to DMPMPD	1	1			2
						0
Subtotal - hours:		58	37	0	0	95
Subtotal - cost:		\$11,890	\$5,735	\$0	\$0	\$17,625

		PIC	Proj. Mgr	Arch Stf	Admin	
2	Part 2 - Feasibility Study Tasks					
2.1	Code analysis for (2) schemes based on assessments	2	4			6
2.2	Coord./Mtg with local jurisdiction(s) [as needed]		4			4
2.3	Site analysis and diagramming	6	16	10		32
2.4	Concept analysis and modeling for presentation; (2) schemes	6	16	10		32
2.5	Coordination of concepts with Consultants ((2) min. mtgs + general)	2	4			6
2.6	Feasibility draft presentation w/ Owner (65%) - 2 schemes	4	4			8
2.7	Cost estimating for 65%	2	4			6
2.8	Study revisions and completion (100%)		8			8
2.9	Final cost estimates (100%)		2			2
2.10	Final 100% report submission to DMPMPD		1			1
Subtotal - hours:		22	63	20	0	105
Subtotal - cost:		\$4,510	\$12,600	\$3,100	\$0	\$20,210

TOTAL HOURS	80	100	20	0	200
TOTAL COSTS	\$16,400	\$18,335	\$3,100	\$0	\$37,835

ESTIMATE FOR DIRECT/REIMBURSABLE EXPENSES and OPTIONAL ADD SERVICES**

Equipment (Boom Lift - 1 week min, rental); excludes WSST	\$3,000	1.0	\$3,000
Land Survey	\$8,500	1.1	\$9,350
Geotechnical Survey	\$7,500	1.1	\$8,250
Infrared Testing for Building Envelope	\$4,500	1.1	\$4,950
Courier/ Reprographic services	\$1,500	1.0	\$1,500
Sub-total			\$27,050

The terms and conditions of this Task Order shall be in compliance with the Des Moines Pool Metropolitan Park District Consultant Contract.

DES MOINES POOL METROPOLITAN PARK DISTRICT

STEMPER ARCHITECTURE COLLABORATIVE

SIGNATURE

SIGNATURE

PRINTED NAME/TITLE

PRINTED NAME/TITLE

THE GREENBUSCH GROUP, INC.

July 1, 2022



Melody Leung
Stemper Architectural Collaborative
4000 Delridge Way SW, Suite 200
Seattle, Washington 98106

Re: Proposal for Engineering Services; Des Moines Park Metropolitan Pool District, Mount Rainier Pool (Revised):
Assessment of Existing Building plumbing and mechanical systems, and
Preliminary Analysis of Building and Site potential

Dear Melody:

Thank you very much for considering The Greenbusch Group to provide Mechanical Engineering Services for the Des Moines Pool assessment and analysis. We understand the scope to be as follows:

Scope of Work

Part 1: Assessment of Existing Building and Mechanical Systems.

1. Review existing building Mechanical and Plumbing systems.
2. Review, evaluate and report on findings to determine remaining life cycles of existing Mechanical and Plumbing systems.
3. Provide ROM cost estimates and prioritization of repairs/improvements.

Part 2: Preliminary Analysis of building and Site potential:

1. Review and verify local ordinances and applicable mechanical, energy and plumbing codes.
2. Analyze feasibility for renovations and additions to existing building mechanical and plumbing systems. (Potential presentation of two feasible scenarios).
3. Provide ROM cost estimates for each scenario.

Assumptions:

- Site evaluation will take place over an expected two-day period while the pool is closed. Dates TBD (mid August?)
- Deliverables will include a 65% Analysis completion draft report for review by the Owner.
- Final report shall include Feasibility review, ROM cost estimates and final analysis.
- Report shall utilize format and templates provided by Stemper AC

Tasks Part 1: Assessment

1. Two site visits to Mt Rainier Pool.
2. Review of existing as-built drawings.
3. Tabulate Conditions and findings/Prioritize repair tasks
4. Draft Report
5. Final Report
6. ROM cost estimates

7. Two (2) team coordination meetings

Tasks Part 2: Analysis

8. Code Review
9. Feasibility Analysis (2 scenarios)
10. Presentation to Owner
11. Compile Report
12. ROM cost estimates (2 scenarios)

Estimated Fee

The estimated fee for the services described above is broken down as follows:

Part 1 \$10,000

Part 2 \$7,000

Our fee shall be hourly, not to exceed Seventeen Thousand Dollars (\$17,000) The Greenbusch Group shall invoice monthly, on an hourly basis. Invoices are due net 30 days.

Any work performed in addition to the services described above will be invoiced on an hourly basis at the following rates for our staff, as applicable: Principal, \$225 per hour; Senior Engineer, \$155 per hour; Designer 1, \$130 per hour, Designer II, \$95 per hour; Graphics 1, \$120 per hour; Graphics II, \$90 per hour; Clerical, \$70 per hour. Reimbursable expenses will be charged at cost plus 10%.

We will maintain general and professional liability insurance with limits of \$1,000,000 for the duration of our work.

We are looking forward to working with S.M. Stemper Architects on this project. Please let us know if you have any questions or need any other information.

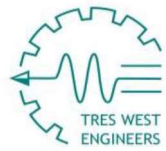
Sincerely;
The Greenbusch Group, Inc.

Authorized by:
S.M. Stemper Architecture

Name

Date

Reed Lyons, PE
Senior Mechanical Engineer



June 28th, 2022

Melody Leung
Stemper AC
4000 Delridge Way SW
Suite 200
Seattle, WA 98106
(206) 624-2777

RE: DES MOINES PARK METROPOLITAN POOL DISTRICT – ELECTRICAL ENGINEERING FEE PROPOSAL

Melody:

We are pleased to offer a fee proposal for the Mount Rainier Pool project to be located in Des Moines, WA.

We understand that this study will require (2) Feasibility Scenarios at the Conceptual Design level with Electrical design narratives for cost estimating. A summary of our proposed engineering services is listed below.

Provide Electrical engineering documents

- Coordination with Des Moines Park Metropolitan Pool District for specific design requirements and concerns.
- Site visit to review existing condition of the electrical and identify code compliance issues, document repairs that are required. This includes updating out of date equipment or potential failure points due to age and the replacement of existing pool mechanical equipment and pool grounding.
- Provide initial report of findings, with recommendations, cost opinions for the upgrade of systems identified.
- Meeting with stakeholders to go over report (via phone conference.)
- Modify report and cost opinion as required after meeting with stakeholders.
- Provide final report and cost opinion

Exclusions:

- Electrical Permit drawings.
- PE stamped documents
- Complete Design documents
- Additional Meetings/site visits not specifically listed herein

Assumptions:

- Electrical as build drawings will be provided. to Tres West Engineers.
- Site assessment will be over a 2-day period.
- Electrical energy bills or electrical demand usage will be provided.
- Meetings/Site Visits:
 - 4 – Design review meetings (Virtual)
 - 2 -Site Visits
- Project Standards: We understand that the project may be subject to the following standards. We are able to design to the following standards.
 - 2018 International Building and Energy Code cycles
 - 2020 NEC Code
 - 2018 Washington State Energy Code

Electrical Engineering Services:**\$9,000**

Diverse Business Plan: Tres West Engineers, Inc. is a Certified Registered Diverse Business including but not limited to the following certifications: DBE, MWBE, SCS, UDBE

Payment: Project will be billed monthly on a percentage complete basis. Payments are due within 30 days of invoice date.

Hourly rates: Project design is fixed fee lump sum as listed above.

Insurance: Our firm carries \$2million/\$4million aggregate in E&O insurance.

Proposal is good for 90 days

We appreciate the opportunity to be of service and look forward working with you. Please do not hesitate to call if you have any questions.

Sincerely yours,



Sean J. Roy., LEED® AP
Principal

Approved By:

_____ Signature

_____ Print

_____ Date



Exhibit A - Estimate of Professional Fees

Structural and Resotration Engineering Services
Scope of Work & Hourly Estimate

Client: Stemper Architexts
Project: Mount Rainier Pool Restoration

Budget Estimate: July 8, 2022

Task	Principal engineer	Sr. Engineering	Engineer	Drafting	Admin Assist	MLA Hours	Prof Fee	Total Fee by Phase	Running Total
Phase A - REPORT	24	16	0	9	3	52		\$8,820	\$8,820
Review Program and Collect Data	1	1			1	3	\$460.00		
Develop Base Drawing and Prepare Field Notebook	1	1		5		7	\$920.00		
Make Site Observations & Review Existing Conditions - 2 days	8	6				14	\$2,630.00		
Review and Reduce Field Notes and Photos	1	1		2		4	\$590.00		
Review Findings and Prioritize Recommendations	1	1				2	\$370.00		
Evaluate Building and Pool Approximate Remaining Service Life	2	1				3	\$575.00		
Develop Order-of-Magnitude Opinion of Construction Cost: Structural & Restoration Recommendations	3	1				4	\$780.00		
Write Report: Structural and Restoration - Provide Bldg & Pool Service Life Findings with recommended actions to preserve and extend serviceable life of structures.	5	4		2	2	13	\$2,085.00		
Respond to review comments and finalize report	2					2	\$410.00		
Phase B - ANALYSIS of BUILDING & SITE POTENTIAL	14	6	0	4	3	27		\$4,570	\$13,390
Meet with Owner and Review Program	2	1		1	1	5	\$775.00		
Evaluate Options for Building and Pool Renovation & Expansion Potential	3	2		2		7	\$1,165.00		
Provide Appoximate Opinion of Construction Cost	4	1			1	6	\$1,075.00		
Write Report for Structural Restoration & Expansion	3	2		1	1	7	\$1,145.00		
Respond to Review Comments and Finalize Report	2					2	\$410.00		
Phase C - ADDITIONAL UNANTICIPATED SERVCIES	0	0	0	0	0	0		\$0	\$13,390
Not included						0	\$0.00		
Subtotal lump sum - Professional Fee	38	22	0	13	6	79	\$13,390	\$13,390	

Reimbursable Expenses - ODC

Plotting \$1/dwg	\$0
Mileage- Trips to Site --	\$80
Printing: Photocopies	\$0
Color photos \$1 ea	\$0
Total Reimbursable Fee	\$80

\$80

TOTAL FEE - Package 2 through 30%	\$13,470
------------------------------------------	-----------------

Billing rates:

	Rate/hr
Principal Engineer	\$205
Sr Engineer	\$165
Engineer	\$145
Drafting	\$110
Admin Assist	\$90
Engineer	



PROPOSAL FOR LIMITED SERVICES

Limited Civil Engineering

TO	Stemper AC Melody Leung
PROJECT	Mt. Rainier Pool – Building and Site Assessment
DATE	July 8, 2022

Our knowledge of the project is as follows, and this proposal reflects the scope of services and compensation.

PROJECT OVERVIEW

The project is the evaluation and assessment of the site and building for the existing Mt Rainier Pool located at 22722 19th Ave S, Des Moines, WA 98198. The site is located just south of the Mt. Rainier High School softball field.

Scope of Services

Scope of Work Part 1 – Assessing the Existing Building and Site Conditions:

- Review existing building site/property and utility conditions, as well as impervious cover
- Review, evaluate, and report on findings to determine remaining life cycles of systems and site elements
- Associated ROM costing and prioritization of repairs/improvements

Scope of Work Part 2 – Preliminary Analysis of Building and Site potential:

- Review and verify local ordinances and codes for property and site conditions and restrictions
 - Analyze feasibility for renovation/addition to existing building and site; (potential presentation of 2 feasible scenarios); review whether scenarios can meet Owner goals.
 - Associated ROM costing for scenarios
-
- Exclusions: Surveying, Easement Preparations, Traffic Studies, Transportation Design, Structural Designs, Landscape Design, Critical Areas Determinations



Proposed Fee

- We will bill at our hourly rates up to a maximum as follows:
 - Part 1 \$7,610
 - Part 2 \$10,000
 - If the scope of the project changes or increases beyond what is described above, additional fees will be required.

TERMS AND CONDITIONS

We look forward to the opportunity of providing our services to work with Stemper AC and the Des Moines Metropolitan Pool District, to support their efforts in providing a quality public recreations and amenities for their residents and community members. The design scope and project description are described above, and the attached Schedule of Terms completes this agreement. If you have questions, feel free to contact me at your convenience by email at alan@jacobsonengineers.com or by phone at 206.426.2600.

Please sign this proposal and return a copy so that we can get begin our efforts. If directed to begin our efforts before a signed copy is received, the terms of this agreement are understood to be enforce.

A handwritten signature in black ink, appearing to read 'A. Alan Jacobson', is written over a horizontal line.

JACOBSON CONSULTING ENGINEERS

Alan Jacobson, PE, Principal

for Stemper AC

Date

W E T H E R H O L T A N D A S S O C I A T E S , I N C .

June 24, 2022

Stemper Architecture
4000 Delridge Way SW, #200
Seattle, WA 98106

Phone: 206-624-2777

Attn: Melody Leung

Email: melody@stemperac.com

Ref: Roof and Building Envelope Evaluation Services Proposal
Mt. Rainier Pool
Des Moines Pool Metropolitan Park District
22722 19th Ave South
Des Moines, WA 98198

Greetings,

As discussed with Melody Leung, we are pleased to submit our proposal to provide roof and building envelope evaluation services for the Mt. Rainier Pool in Des Moines, Washington.

From our discussion, the work will include:

Scope of Work Part 1 – Evaluation of Existing Building Envelope: *Estimated Cost: \$8,500*

- Evaluate the building envelope systems/materials, including performing test cuts of the roof.
- Review, evaluate, and report on findings to determine remaining life cycles of building envelope systems
- Review and comment on associated ROM costing and prioritization of repairs/improvements
- Deliverable: draft review of report/findings at 65% completion to Owner for discussion.

Scope of Work Part 2 – Analysis of Building and Site potential: *Estimated Cost: \$4,500*

- Review and verify local ordinances and codes for roof and exterior walls
- Review and comment on associated ROM costing as prepared by others
- Attend up to two (2) team coordination meetings
- Deliverable: Final report.

Roof Moisture Scan (Optional): *Estimated Cost: \$4,500*

- Moisture scan of the roof: Site visit to perform a moisture survey to help identify areas of moisture below the roof membrane. The survey would likely be performed in the evening using an infrared camera. We may also survey the roof during daylight hours using a Tramex DecScanner. The survey would need to be done when the roof surface is dry. We would mark the areas on the roof in spray paint that appear to have moisture and confirm our findings with test cuts. Any areas confirmed to have moisture would be marked on a roof plan for your use.

It is understood that access to the roofs will be provided by others. Test cuts will be performed at roof areas to verify the composition of the roof assemblies and will be patched with temporary patching material that should be patched by a roofing contractor within 6 months.

The building envelope portion of the work refers to exterior cladding, windows, sealant, and visible flashing. Please note that concealed conditions that are not visually accessible, such as below grade and planter waterproofing or concealed flashings, will not be included in our review. Except for roof test cuts and a roof infrared or impedance scan, we have not included any destructive or non-destructive testing of the walls, or water testing.

The actual cost for services will depend upon the time spent. Billing will be on an hourly basis and invoices are itemized showing dates, hours, and description of work performed. Should it appear the probable cost of consulting services will be exceeded, authorization would be requested prior to the performance of additional work.

The billing rate for Ray Wetherholt, PE/RRC/RWC/REWC/RBEC/F-IIBEC is \$300/hr. Don Davis, RRC/RWC/REWC/RBEC; Bob Card, F-IIBEC, RRC/RWC/REWC/RBEC; Mike Caniglia, RRO/RRC/RWC/REWC/RBEC RBEC; Pravat Sripranaratanakul, RRO/RRC/RWC, Jose Laurean, RRO/RRC/RWC, Principals of Wetherholt and Associates, Inc. is \$230/hr. Field Engineers are billed at \$195/hr. Roofing Application Inspectors and Technical Services are billed at \$110/hr. for straight time, overtime at \$165/hr. Technical Assistants are billed at \$85/hr. A supply fee of \$25 per cut will be billed for all test cuts. Expenses are billed at cost plus 10%. Mileage will be billed at \$0.70 per mile. Time is billed portal to portal.

Wetherholt and Associates, Inc. does not guarantee the product application or materials, as this is the province of the manufacturer and applicator. We provide experienced eyes and judgment, along with detailed reporting to represent the client in a professional manner.

We have performed similar services for clients including City of Seattle, King County Library System, Northshore School District, Edmonds School District, and Seattle School District. Services included investigation of leakage, and evaluation of roof membrane, wall transitions, sheet metal flashings, below grade waterproofing, and walking decks.

By retaining Wetherholt and Associates, Inc. you will be working with a knowledgeable consultant familiar with the various wall cladding, roofing, and waterproofing systems available. However, due to the nature of waterproofing specification, installation, and consulting, we have found it necessary to limit our liability.

You, as our client, agree to limit the aggregate amount of any damages and/or costs (including attorney fees and expert witness fees) that you may recover against Wetherholt and Associates, Inc. (together with its officers, directors, and employees) on any and all claims and/or causes of action arising under or related to this Agreement and/or the Project to the amount of compensation paid by you to Wetherholt and Associates, Inc. for our services pursuant to this Agreement. The types of claims to which this limitation applies include, but are not limited to, claims based on negligence, professional negligence, professional malpractice, professional errors or omissions, indemnity or contribution, breach of contract, breach of expressed or implied warranty and strict liability.

Should our proposal merit your approval, please so indicate your understanding and authorization to proceed by your signature below, or issuance of a purchase order referencing this proposal, and return a signed copy to us.

Thank you for the opportunity to discuss our services. If you have any questions, or if we may be of further assistance, please do not hesitate to call.

Respectfully,



Don Davis, RRC, RWC, REWC, RBEC
Senior Field Engineer / Managing Principal
Wetherholt and Associates, Inc.

Signature of Authorization

Date



July 11, 2022

Melody Leung
Stemper Architecture Collaborative
4000 Delridge Way Southwest
Seattle, WA 98106

RE: Proposal for Limited Hazardous Materials Inspection Services
Mount Rainier Pool Pre-Design
Des Moines Pool Metropolitan Park District
2722 19th Avenue South
Des Moines, WA 98198
PBS Proposal No.: WA29806

Dear Ms. Leung:

PBS Engineering and Environmental, Inc. (PBS) is pleased to provide this proposal to Stemper Architecture Collaborative related to the planned Pre-Design Report for the above-mentioned site located in Des Moines, Washington. This proposal outlines our proposed services and fees related to asbestos-containing materials (ACMs), lead-containing paint (LCP), polychlorinated biphenyls (PCBs), mercury-containing light tubes/lamps, and regulated metals in masonry mortar.

Our project approach and associated fees are based on preliminary discussions concerning the scope of work and our previous inspection report for the facility completed in March of 2014. Included in the scope of this proposal is the completion of an updated "good faith" inspection of the facility, including all accessible interior and exterior portions of the structure. Please see below for limitations on portions of the structure to be accessed as part of this investigation.

Following is an outline of our proposed services and associated fees:

TASK 01 – HAZARDOUS MATERIALS INVESTIGATION PHASE

The following tasks shall be completed during the investigation phase and the information gathered will be used in the design development process:

1. As appropriate, PBS will collect and analyze bulk samples of suspect ACMs according to AHERA protocols. Analysis will be performed using Polarized Light Microscopy (PLM). Included in the scope of these services is the collection and analysis of up to fifty (50) asbestos samples. Credit will be provided for samples not collected.
2. PBS will collect and analyze bulk samples of painted coatings for the presence of lead. Analysis will be performed using Flame Atomic Absorption (FAA). Included in the scope of these services is the collection and analysis of up to ten (10) lead samples. Credit will be provided for samples not collected.
3. PBS will inspect representative light fixtures for the presence of suspect PCB-containing ballasts or mercury-containing light tubes. The quantity and general location of each will be noted.
4. PBS will sample representative masonry mortar for the presence of regulated metals (RCRA 8). Total metals concentrations will be reported.

5. PBS will provide documentation of findings in an executive summary report format. This report will outline quantities and locations of ACMs, the general disposition of LCP, and the approximate number and general locations of suspect-PCB ballasts/large capacitors and mercury-containing lamps/switches.
6. PBS will prepare survey drawings indicated the general location, type, and quantity of ACMs, the general disposition of lead-containing paint, the facility-wide quantity of PCB ballasts and mercury-containing light tubes, and the general disposition of regulated metals in masonry mortar. Drawings will be prepared using background floor and roof plans to be provided by others.
7. PBS will provide an initial Opinion of Cost for a rough order of magnitude (ROM) hazardous materials scope of work based on preliminary scoping information.

EXCLUSIONS AND ASSUMPTIONS

The following services are not included in our proposed scope of services, but can be provided by PBS upon request:

1. Only accessible spaces are included in the scope of this proposal. Inaccessible spaces are defined as those requiring selective demolition, fall protection or confined-space entry protocols to gain access. In-water conditions are excluded from the scope of this proposal as well. PBS will itemize conditions that either require such measures to gain access or warrant further investigation.
2. Destructive testing of floors, walls, ceilings, finishes, and other components to gain access to suspect materials. Such testing will be performed only with specific written approval from SAC/Pierce Transit. Limited destructive testing using typical hand tools is included and will be performed as approved by Pierce Transit.
3. PBS will invoice only for those samples collected and analyzed.
4. Proposed service and associated fees related to design and construction period services are not included in the scope of this proposal. PBS can provide a budget estimate upon request prior to the completion of Investigation Period Services for use in project planning.

ESTIMATED FEES

Following is a breakdown of PBS estimated fees for each task outlined above:

Task 01 - Investigation Period Services:

Sr. Project Manager (8 hrs @ \$155/hr).....	\$1,240.00
AHERA Inspector (20 hrs @ \$100/hr)	2,000.00
CAD Drafting (6 hrs @ \$90/hr)	540.00
Administrative Support (4 hrs @ \$85/hr)	340.00
PLM Asbestos Sample Analysis (20 @ \$25/ea)	500.00
Lead Paint Chip Sample Analysis (5 @ \$25/ea)	125.00
Expenses (postage, courier, reproduction, etc.)	<u>250.00</u>
SUB-TOTAL – TASK 02	\$4,995.00

The pricing and other information contained in this proposal document are proprietary and shall not be duplicated, used, or disclosed, in whole or in part, to other parties without the permission of PBS.

SCHEDULE

PBS is available to begin work on this project immediately upon receipt of a signed copy of this Agreement.

JOBSITE SAFETY

At PBS, we are committed to keeping our employees, clients, contractors, and communities safe and healthy. All work that PBS employees perform is conducted following federal, state, and local safety guidelines.

APPROVAL

Please indicate acceptance of this Agreement by returning a signed copy of this Agreement or a purchase order incorporating the terms and conditions of this Agreement.

Should you find this proposal acceptable please sign and return to our Seattle office or provide appropriate authorization.

Please don't hesitate to contact me if you have any questions or require any additional information.

Thank you for the opportunity to submit our proposal and we look forward to working with you in the future.

Respectfully,
PBS Engineering and Environmental Inc.

Tim Ogden
Principal/Sr. Project Manager

ACCEPTED BY:

Name

Title

Signature

Date

July 7, 2022

Melody Leung
Stemper Architecture Collaborative
4000 Delridge Way SW, # 200
Seattle, WA 98106

RE: Mount Rainier Pool

FP-WA-2022-0131

Dear Melody Leung,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,



Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1**DCW COST MANAGEMENT, LLC's Basic Services****Project Description:**

We understand that the project comprises cost planning for the Mount Rainier Pool located at 22722 19th Ave S, Des Moines, WA 98198. The cost study scope of work includes reviewing 65% and 100% design consultant cost estimates and performing an analysis of two preliminary schemes. Associated ROM costing will take place and prioritization of repairs/improvements.

The intended design package consists of renovations and potentially an expansion/addition of an existing building and property site. A review of building systems will occur and investigate interior/exterior, mechanical, electrical, plumbing, structural/seismic, and hazardous materials. The existing building site/property, utility conditions/impervious cover, envelope systems/materials, and ADA compliance will be reviewed as well. Lastly, local ordinances and codes for property and site conditions and restrictions will be verified.

Detailed Scope of Work:**Task 1 Part 1 – Assessing the Existing Building and Site Conditions****Task 1a Consultant Cost Estimate Review (65% Design)**

- Prepare a comprehensive report after review of the consultant cost estimate.
- The review will include comparing cost to documentation, evaluating allowances and lump sums, and identifying deltas and risk.
- Up to two team and client meetings are included during this phase.

Task 1b Consultant Cost Estimate Review (100% Design)

- Prepare a comprehensive report after review of the consultant cost estimate.
- The review will include comparing cost to documentation, evaluating allowances and lump sums, and identifying deltas and risk.
- Up to two team and client meetings are included during this phase.

Task 2 Part 2 – Feasibility Study of Building and Site Potential**Task 2a Options Planning**

- Prepare an opinion of probable construction costs during this stage for up to two preliminary schemes, including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase

SCHEDULE 2**Fee Schedule****Fee Breakdown**

	HRS	RATE	SUM
Task 1, Part 1 – Assessing the Existing Building and Site Conditions			
Task 1a Consultant Cost Estimate Review (65% Design)	24	\$165	\$3,960.00
Task 1b Consultant Cost Estimate Review (100% Design)	24	\$165	\$3,960.00
Task 1 Total	48		\$7,920.00
Task 2, Part 2 – Feasibility Study of Building and Site Potential			
Task 2a Options Planning	48	\$165	\$7,920.00
Task 2 Total	48		\$7,920.00
SUM Total	96		\$15,840.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$15,840**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

Lauryne Thurmond

From: Melody Leung <melody@stemperac.com>
Sent: Tuesday, July 20, 2021 11:52 AM
To: Scott Deschenes
Cc: Scott Stemper
Subject: Mt Rainier Pool - NTE for Study and Add Service Request
Attachments: L-_SDeschenes_ASR#01 7-20-21 comp.pdf

Scott,

As requested, below is the informal ROM for doing Parts 1 and 2 of the comprehensive site assessment and feasibility study. I am including the scope of work bullet points just as reference for you. Additionally, I am showing the numbers by trade. Please note that these numbers are estimate only – once the team has the opportunity to review existing record documents and walk the site, the numbers will definitely change and may be less than what is noted.

I have also attached the Add Service Request #1 for your review. Please let me know if you have any questions. Thank you.

NTE ROM Estimates for Part 1 – Comprehensive Site Assessment:

Architect:	\$15,000
Mechanical:	\$12,000
Electrical:	\$ 3,500
Civil Eng:	\$6,900
Struct'l:	\$6,200
HazMat:	\$5,000
Bldg Env:	\$8,000

Total for Part 1: \$56,600

NTE ROM Estimates for Part 2 – Feasibility Study on Renovation/Addition

Architect:	\$10,000
Mechanical:	\$ 8,000
Electrical:	\$ 4,000
Civil Eng:	\$ 9,000
Struct'l:	\$ 3,400
HazMat:	n/a
Bldg Env:	\$ 4,000

Total for Part 2: \$38,400

Part 1 + Part 2 Grand Total: \$95,000

Additional Expenses (as needed only):

GeoTech Eng for soils survey: \$6500
Land Survey: \$6000-8000
Boom Lift: \$3000
Infrared Testing for Bldg Env: \$4000

ORIGINAL EMAIL REGARDING SCOPE OF WORK:

Scope of Work Part 1 – Assessing the Existing Building and Site Conditions:

- *General building systems evaluation and investigation for interior/exterior*
- *Review building systems which include mechanical, electrical, plumbing, structural/seismic, hazardous materials*
- *Review existing building site/property and utility conditions, impervious cover*
- *Review architectural and building envelope systems/materials, ADA compliance (for the entire building)*
- *Review, evaluate, and report on findings to determine remaining life cycles of systems and building*
- *Associated ROM costing and prioritization of repairs/improvements*

Scope of Work Part 2 – Preliminary Analysis of Building and Site potential:

- *Review and verify local ordinances and codes for property and site conditions and restrictions*
- *Analyze feasibility for renovation/addition to existing building and site; (potential presentation of 2 feasible scenarios); review whether scenarios can meet Owner goals.*
- *Associated ROM costing for scenarios*

Consultants, Owner Provided Tools, Miscellaneous:

- *SubConsultant Team needed: mechanical/plumbing, electrical, structural, civil, hazardous materials, building envelope technologist*
- *Any as-built record drawings and documents for building and site (in CAD if available)*
- *Land survey of existing site which include utility locations and demarcation of environmentally sensitive areas. (if this is not available, the civil/architect will need to research Des Moines GIS and archives for this information. If minimal information is found, then a detailed land survey may be required)*
- *Building envelope consultant may need to perform test cuts/destructive investigation; infrared testing may be required, although this can only occur on cool/cold exterior temperature conditions. The infrared test should only be included as an add service.*
- *Geotech survey (estimate only for core samples and report on soils) as an add service option*
- *Maintenance records, energy bill (for 12 months)*
- *We will likely need a boom lift for the natatorium interior*

Assumptions and Deliverables

- *The intent of this comprehensive report is to provide information to Des Moines Pool Metropolitan Park District such that the Board Members may make a determination on renovating at the existing building site to meet service goals to the community.*
- *Site assessment will likely occur over a two day period, depending on access and availability to the building (minimum 4 hours each visit)*
- *Site assessments will occur in conjunction with Mt Rainier Pool's annual maintenance work (mid – late August?)*
- *Site assessments will need to occur when pool is closed if the mid-August dates are not feasible*
- *Deliverables: draft review of report/findings at 65% completion to Owner for discussion, Final Report and Feasibility review, ROM Costing and analysis for Final Report*
 - *A/E Team will have a minimum of 2 team coordination meetings.*
 - *A/E Team will utilize the report format and templates provided by Stemper AC.*

SINCERELY,

MELODY LEUNG

PRESIDENT, MANAGING MEMBER

STEMPER ARCHITECTURE
COLLABORATIVE

MWBE/DBE | 206.624.2777

Check out our website at: www.stemperac.com

Lauryne Thurmond

From: Milholland, Rusty <rmilholland@kingcounty.gov>
Sent: Wednesday, July 20, 2022 11:35 AM
To: scott.deschenes@desmoinespool.org
Subject: RE: Grant contract next steps - MRP Aquatic Feasibility Study
Attachments: Des Moines Pool Metropolitan Park District - MRP Aquatic Feasibility Study - SOW.doc;
Des Moines Pool Metropolitan Park District - MRP Aquatic Feasibility Study - Budget.xls;
ACH.pdf

Hi Scott,

As King County Parks works to generate the grant contract for your MRP Aquatic Feasibility Study project, we have begun developing draft exhibits from the information provided in your application materials. Please review the attached draft exhibits and provide additional info or edits for clarity if necessary.

We have highlighted a few areas in the Scope of Work and Budget where we would appreciate additional details if they are available. Also, please include expected dates of completion in the Scope of Work table (month and year). We anticipate a contract term of 3-5 years for most projects.

Below is a checklist of the items that are needed from your agency at this stage of developing the contract:





- Review/edit the attached draft Scope of Work exhibit
- Review/edit the attached draft Budget exhibit
- Completed ACH form for payments (payment by check is an option if preferred)
- Name, title and email info for your agency's authorized signatory (contracts are signed using DocuSign)

Let me know if you have questions about these next steps or the level of detail requested for the scope and budget exhibits.

Thanks!

Rusty



Rusty Milholland (he/him/his)
Program Manager, Community Investments
King County Department of Natural Resources and Parks
E: rmilholland@kingcounty.gov
T: 206-848-0299 | **M:** 425-295-8763
   

From: King County Parks Levy <administrator@grantinterface.com>

Sent: Monday, July 11, 2022 4:35 PM

To: scott.deschenes@desmoinespool.org

Cc: Milholland, Rusty <rmilholland@kingcounty.gov>

Subject: Aquatic Facilities Grant Staffing Update



Levy Grants

Aquatic Facilities Grant Scope of Services

The Des Moines Pool Metropolitan Park District will lead comprehensive site assessment and aquatic feasibility study for Mount Rainier Pool to determine future usage, its ability to update to current standards (ADA), and potentially be more inclusive. We conducted a feasibility study for a new pool but do not believe voters would approve a bond issue any time soon. We now want to determine what possibilities exist to upgrade the existing 45-year-old facility and, in the process, expand our capacity to provide swim lessons. Any modernization will necessitate Americans With Disabilities Act upgrades and more efficient use of the existing facility (better water access, locker rooms, and gender-neutral restrooms).

Activities/Milestones		Estimated Completion Date	Deliverables
1	Evaluation of previous studies	?	Completed Feasibility Study
2	Community engagement and analysis of needs	?	
3	Identification of potential options/sites	?	
4	Financial and funding analysis	?	
5	Development of alternatives	?	
6	Any additional milestones?	?	

Project Budget

**Organization and Project Name: Des Moines Pool Metropolitan Park District - MRP
Aquatic Feasibility Study**

Project Tasks		Project Costs	Grant Request
Feasibility/Planning			
	Budget task 1		
	Budget task 2		
	Budget task 3		
	etc.		
Other			
	Contingency		
	Tax		
	Project Management (Max 15% of grant)		
TOTALS		\$155,000	\$100,000

Please provide additional details on the breakdown of budget items

s, if possible

Instructions for Suppliers

Submitting this form authorizes King County to deposit electronic payments directly into your bank account.

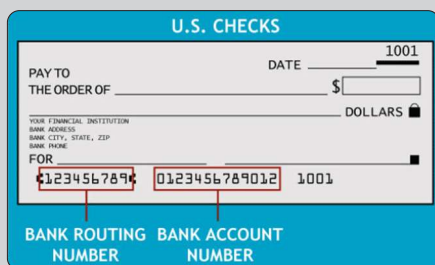
Suppliers must sign and complete sections 1-3.

Forms are typically processed in 10 business days after receipt by King County FBOD.

Incorrect / incomplete forms will be destroyed, unprocessed, in a secure manner. The submitting King County agency will be notified.

PLEASE PRINT CLEARLY.

Return this form to your designated King County agency contact.



Where are my routing and account numbers? ➔

Instructions for King County Agencies

King County agencies must sign and complete section 4 after verifying supplier information (including all new and updated ACH sites).

Incomplete forms will not be processed, and will be destroyed in a secure manner.

* For suppliers with multiple ACH sites or bank accounts associated with their record, the **supplier site** is used to differentiate which site will be added or updated. Only sites based on the standard naming convention will be set up.

Submit this form to:

procurement.web@kingcounty.gov

CNK-ES-0340

(206) 296-7676 - fax



King County

Department of Executive Services
Finance & Business Operations Division
(206) 263-9400

Mar 2021

Automated Clearing House (ACH) Authorization Agreement

1 Supplier's Remit To Information

Is this a new ACH authorization, or are you updating your current bank information?

- ☐ **NEW** - I've never been paid via ACH by King County
- ☐ **UPDATE** - I'm updating my existing ACH banking information

payee name (must match King County Substitute W9)

federal tax ID number (or SSN)

chain organization or DBA (if applicable)

street address / PO

suite / apartment

city

state

ZIP

email (remittance advice / notifications)

2 Depository Institution Information

name on bank account (if different than above)

depository institution

--	--	--	--	--	--	--	--	--	--

bank routing number

bank account number

☐ checking

☐ savings

account type

3 Supplier Authorization Acknowledgment

I, the undersigned Supplier, hereby authorize King County (hereinafter referred to as the County) to make payment for goods and services covered by an agreement by using, at the County's option, Automated Clearing House (ACH). I agree to provide the County with written notification of any change in my depository institution, payment instructions, or remittance data instructions by submitting this form with revisions at least ten (10) business days (2 calendar weeks) in advance of changes. In the event of duplicate or fraudulent payment, overpayment, or any payment made in error, I agree to return payment to the County upon discovery or after the County provides sufficient information to support its claim. I accept that payment made to an incorrect account as listed above are timely and complete for any invoiced goods and services.

name and title

X

supplier signature

date

4 FOR KING COUNTY USE ONLY

I, the undersigned King County employee, do attest that I have completed [ACH verification training](#) and personally called the supplier to verify the supplier's banking information and tax ID.

X

signature of king county employee

date verified

king county employee (print name)

agency

☐ **yes** ☐ **no** I attest, I personally called to verify the supplier's banking info and tax

representative's name I spoke with

phone number I dialed

supplier number

site*

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e Assigned to: District GM

Meeting Date: 08/16/22

Under: Old Business

Attachment: No

Subject: Master Plan

Background/Summary:

At the July 19, 2022, regular board meeting, a draft of the Master Plan which will be the first section and the foundation for the Master Plan and Aquatic Feasibility Study.

The Board of Commissioners reviewed the document and sent edits in by Tuesday, August 2nd. The Capital and Contracts met with the staff on August 2nd and edited all information into the current attached draft.

This Master Plan information will build into the Aquatic Feasibility Study to help guide and support decision-making.

The District GM met with the Capital and Contracts Committee on August 2 and 9 to discuss edits. There was trouble with editing, so the District GM will send a draft of the plan to board members with a due date one week before the retreat. It will include information copied into a word format to better be edited.

The hope is to bring a final draft to the September 20th meeting.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Pushing to Fall Retreat.

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

Two Touch Rule: 8/2/22 Cap & Contracts Committee Review
7/19/22 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:

- No attachments.
- Note a final draft was sent to the architect on Wednesday, August 10 (afternoon), but the board packet was sent out and posted online on Thursday, August 11. If a draft is received by the District GM before the meeting, it will be emailed to the Board.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f Assigned to: District GM

Meeting Date: 08/16/22

Under: Old Business

Attachment: Yes

Subject: Office Transition

Background/Summary:

The Des Moines Pool Metropolitan Park District has had its district offices at 22015 Marine View Drive for years. This was due to lack of space at the Mount Rainier Pool. The extra site has additional fees for rent, internet, copier, and other fees.

During the pandemic, staff worked remotely and were able to be efficient. The goal of this discussion is to discuss a potential transition for after the pandemic.

This is an update on the office transition. District General Manager will give brief update.

Fiscal Impact: Save over \$12,000/year

Proposed Motion: No motion, unless added by the board.

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

Two Touch Rule: N/A Committee Review
6/21/22 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:

- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: District GM

Meeting Date: 08/16/22

Under: New Business

Attachment: Yes

Subject: Emergency Repair – Pool System Plumbing

Background/Summary:

The District discovered an issue with excessive air bleeding into its filter systems. This was causing the overflow for the system to dump water from the pool. The District thought this dumping could be alleviated by a power box issue, but once the power box was repaired it was discovered there was a deeper issue with air getting into the system.

We do not have an estimate at this time. We will try to get the repair completed through the Finance Committee for under \$20k per Section 4.3 of [Policy 520, Procurement](#). If approved by the committee a resolution will be put on the August 16 agenda.

If the project ends up being over \$20k, the repair (if not time-sensitive) will be moved to the August 16 board meeting.

If time-sensitive and over \$20k, a special meeting will be scheduled.

The estimate came in and it was under \$5,000. This is an ongoing item that has led to most of our closures over the past couple of years. Our goal is to eliminate the issue, so I approved the repair on August 4th. It is in the process of being scheduled.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Approved by District GM within discretionary financial threshold.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Policy 520, Procurement – [Click here](#) to view the policy.

AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticsspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6		ESTIMATE All estimates good for 30 days		8198
		Terms	Date	
		Net 30	8/4/2022	
Client:		Ship to:		
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198		Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn:Dominic		

Washington State Public Works Act requires that workders be paid prevailing wage rates when employed on public works projects, and on public building service maintenance contracts. All sales are subject to Net 30 terms, unless otherwise stated. All credit card payments are subject to 3.5% additional processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable per term. Warranty complies with manufacturer for period of 1 year and claim period 3 months. All freight is billable. A Purchase Order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Description	Qty	Price ...	Total
Estimate to replace 8 inch valve with S/S bolt kit before pump, install gaskets and new S/S bolt kits on both sides of strainer, replace gasket on piping connected to bottom of pump, install 8 inch 90 pump inlet in side surge tank, and install rubber coupling on 6 inch over flow piping to top of tank to reduce water loss when pump is off.			
PVC & plumbing supplies to complete job.	1	1,470.15	1,470.15T
Public Works prevailing hourly wage rate 2 service tech	8	195.00	1,560.00T
Overhead operating cost & documentation filing fees	1	250.00	250.00T
Service Zone A-30	1	75.00	75.00T
Customer to have surge pit empty at time of install. Any broken or worn parts that need to be fix will be bill extra as time plus materials.			
<div> <div>Scott Deschenes</div> <div>08/04/22</div> </div>			
SIGNATURE REQUIRED & DATE:		Subtotal	
*Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc		\$3,355.15	
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.		Sales Tax (10.1%)	
		\$338.87	
* Resellers Permit required when applicable		Total	
		\$3,694.02	

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: District GM

Meeting Date: 08/16/22

Under: New Business

Attachment: Yes

Subject: SEEK Grant – Equipment Packet Purchase

Background/Summary:

The District applied for and received a Summer Education and Enrichment for Kids (SEEK) grant for \$79,575 from the Office of the Superintendent of Public Instructions (OSPI). Part of the grant included \$10,000 for packets of equipment to help lower barriers to swim for those that cannot afford a swimsuit and other swim-related items. The packets included a swimsuit, goggles, towel and a dry bag to transport the items.

The total came out to \$10,067.33. All but \$67.33 should be covered by the SEEK Grant.

Additional materials may be added to scholarships for people that need a suit, goggles, or other items.

The estimate was over the discretionary purchasing power of the District Gm, so he contacted the Finance Committee per Section 4.3 of [Policy 520, Procurement](#).

This agenda item is to inform the rest of the board of the decision due to it being a non-budgeted item. The SEEK Grant was discovered after the 2022 budget was set. Per section 4.5 the board will need to vote on the item.

The District GM chose to pursue this path to ensure participants receive their equipment before the end of the summer.

Fiscal Impact: N/A

Proposed Motion: I move to approve the \$10,067.33 purchase of SEEK grant equipment.

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

Two Touch Rule: N/A Committee Review
N/A First Board Meeting (Informational)
8/16/22 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- Swim Outlet Invoice – 21261346 - \$10,067.33
- Policy 520, Procurement – [Click here](#) to view the policy.



Please remit payment
within 30 days of receipt
of this invoice. Checks
may be sent to
Spiraledge Inc.
DBA SwimOutlet.com
P.O. Box 68099
Newark, NJ 07101-8087

**Invoice
Date:**

7/28/20
22

**Due
Date**

8/27/20
22

**Order/
Invoice#**

21261346



Bill To: (CustomerID#
9593255)

Ship To:

Des Moines Pool
Metropolitan Park D
ACCOUNTS PAYABLE
22722 19th Avenue So.
Des Moines, WA 98198
United States
206.429.3852
scott.deschenes@desmoi
nespool.org

Des Moines Pool
Metropolitan Park D
Scott Deschenes
22722 19th Avenue So.
Des Moines, WA 98198
United States
206.429.3852

Payment Method:

Shipping Method:

Purchase Order #
20220728_SO_PO

Standard (2-7 Business
Days) FREE

Contact Name:

Contact Email:

Code	Description	Qty	Price	Total
20450-00 01	Sporti Mesh Bag - Blue	130	\$8.25	\$1,072.50
22389-00 01	Sporti 13" x 17" Chamois Sports Towel - Blue	130	\$9.00	\$1,170.00
26591-00 01	Sporti Antifog S2 Jr. Goggles - Blue Lens / Green Frame	36	\$7.13	\$256.68
26591-00 03	Sporti Antifog S2 Jr. Goggle - Blue Lens/Silver Frame	94	\$7.13	\$670.22
7535876- 0003	Speedo Boys' Learn to Swim Jammer (Little Kid, Big Kid) - Black - 4 (Little Kid)	12	\$23.60	\$283.20
7535876- 0006	Speedo Boys' Learn to Swim Jammer (Little Kid, Big Kid) - Black - 5 (Little Kid)	12	\$23.60	\$283.20

7535876-0009	Speedo Boys' Learn to Swim Jammer (Little Kid, Big Kid) - Black - 6 (Little Kid)	10	\$23.60	\$236.00
7535876-0012	Speedo Boys' Learn to Swim Jammer (Little Kid, Big Kid) - Black - 7 (Little Kid)	10	\$23.60	\$236.00
7535876-0015	Speedo Boys' Learn to Swim Jammer (Little Kid, Big Kid) - Black - 8 (Big Kid)	15	\$23.60	\$354.00
7535876-0018	Speedo Boys' Learn to Swim Jammer (Little Kid, Big Kid) - Black - 10 (Big Kid)	18	\$23.60	\$424.80
7535876-0019	Speedo Boys' Learn to Swim Jammer (Little Kid, Big Kid) -	14	\$23.60	\$330.40

**Black - 12
(Big Kid)**

8123827-0004	Speedo Women's Learn To Swim Pro LT Superpro One Piece Swimsuit - Black - 32	5	\$31.99	\$159.95
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8123827-0005	Speedo Women's Learn To Swim Pro LT Superpro One Piece Swimsuit - Black - 34	5	\$31.99	\$159.95
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8123827-0006	Speedo Women's Learn To Swim Pro LT Superpro One Piece Swimsuit - Black - 36	2	\$31.99	\$63.98
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8123835-0001	Speedo Youth Learn To Swim Pro LT Superpro - Black - 20	9	\$31.99	\$287.91
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8123835-0002	Speedo Youth Learn To Swim Pro LT Superpro - Black - 22	9	\$31.99	\$287.91
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8123835-0003	Speedo Youth Learn To Swim Pro LT Superpro - Black - 24	23	\$31.99	\$735.77
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8123835-0004	Speedo Youth Learn To Swim Pro LT Superpro - Black - 26	23	\$31.99	\$735.77
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8123835-0005	Speedo Youth Learn To Swim Pro LT Superpro - Black - 28	10	\$31.99	\$319.90
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8123835-0008	Speedo Youth Learn To Swim Pro LT Superpro - Nautical Navy - 24	7	\$31.99	\$223.93
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8123835-0022	Speedo Youth Learn To Swim Pro LT Superpro - Sapphire - 22	6	\$31.99	\$191.94
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8123835-0023	Speedo Youth Learn To Swim Pro LT Superpro - Sapphire - 24	9	\$31.99	\$287.91
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8123835-0024	Speedo Youth Learn To Swim Pro LT Superpro - Sapphire - 26	2	\$31.99	\$63.98
8123836-0003	Speedo Men's Learn To Swim Pro LT Jammer Swimsuit - Black - 30	4	\$27.99	\$111.96
8123836-0004	Speedo Men's Learn To Swim Pro LT Jammer Swimsuit - Black - 32	3	\$27.99	\$83.97
8123836-0005	Speedo Men's Learn To Swim Pro LT Jammer Swimsuit - Black - 34	2	\$27.99	\$55.98
8123836-0006	Speedo Men's Learn To Swim Pro LT Jammer Swimsuit - Black - 36	2	\$27.99	\$55.98
Subtotal:			\$9,143.79	
Please remit check to (via USPS only): SpiralEdge Inc. DBA SwimOutlet.com PO Box # : 68099			Tax (10.1%):	\$923.54
			Shipping Fee:	\$0.00

Newark NJ
07101-8087

**Grand
Total:** **\$10,067.33**

**Total
Due:** **\$10,067.33**