



## Des Moines Pool Metropolitan Park District

July 19, 2022

7:00 p.m.

Regular “Hybrid\*” Meeting (District Office)

**\*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: 97877749910 Passcode: 359739. Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Lauryne Thurmond at [lauryne.thurmond@desmoinespool.org](mailto:lauryne.thurmond@desmoinespool.org) or call us at (206) 429-3852.**

### AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:01 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](mailto:info@mtrainierpool.com) by Noon on Tuesday, July 19th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.*

7:10 6. CONSENT AGENDA

a. EXPENDITURE/REVENUE SUMMARY-PUSHED TO AUGUST REGULAR BOARD MEETING

Late from King County – Moved to August

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

June 8, 2022

June 15, 2022

June 21, 2022

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

Can be found in the August Regular Board Meeting Packet

f. VOUCHER APPROVAL

\$56,990.17 was processed in June for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$55,334.10 was processed in June for payroll

**22450 19<sup>th</sup> Avenue South, Des Moines WA 98198 (Meeting Physical Location)**

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are 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. Overpayment Update
- 7:20                   b. HSD Lease Extension

## **8. OLD BUSINESS**

- 7:30                   a. Grant Update
- 7:40                   b. Retreat Info
- 7:50                   c. Aquatic Feasibility Study Estimate(NEW)

## **9. NEW BUSINESS**

- 8:00                   a. Budget Calendar
- 8:05                   b. Emergency Repair – Pool System Plumbing

## **10. UPCOMING MEETINGS**

- a. August 16, Regular Board Meeting, 7:00pm, Location MRHS Library
- b. Retreat, To Be Scheduled
- c. September 20, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library
- d. October 18, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library

## **ADJOURNMENT**

**22450 19<sup>th</sup> Avenue South, Des Moines WA 98198 (Meeting Physical Location)**  
**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g      **Assigned to:** Clerk of the Board      **Meeting Date:** July 19, 2022

**Under:** Consent Agenda      **Attachment:** Yes

**Subject:** Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary

**Expenditures** June 2022: See August 2022 Regular Board Meeting Packet.

**Revenue** June 2022: See August 2022 Regular Board Meeting Packet.

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- June 08, Special Meeting Minutes
- June 15, Special Meeting Minutes
- June 21, Regular Meeting Minutes

Item 6d: Correspondence – None

Item 6e: Bank Transfers (MRP Revenue) reported in August Regular Board Meeting Packet

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$56,990.17** were approved for payment

- \$13,099.93 was processed on June 01, 2022
- \$2,264.90 was processed on June 08, 2022
- \$3,255.42 was processed on June 08, 2022
- \$5,976.21 was processed on June 08, 2022
- \$23,242.45 was processed on June 22, 2022
- \$9,151.26 was processed on June 27, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$55,334.10** were processed for payment

- \$28,415.44 was approved for payroll on June 15, 2022
- \$26,918.66 was approved for payroll on June 30, 2022

A total of **\$112,324.27** was processed in June 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 June 2022 totaling **\$112,324.27**.

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

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

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

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

**Notes:** King County pulled three different Warrant batches on June 8<sup>th</sup> due to issues in May, they have been resolved.

## DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, July 14, 2022

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: June 17, to July 8, 2022, District General Manager Report

### Week Ending June 17<sup>th</sup>

#### RETREAT (6/15) FOLLOW-UP

- June 21 Regular Meeting - I put an AIS on the agenda for June 21's meeting to summarize the retreat. I felt this is a good way to show transparency after the two special meetings.
- June 15 Retreat Minutes - The minutes are similar to June 8<sup>th</sup>'s special meeting. Lauryne should be sending them out soon for review.
- Master Swim Program - One item that came up was focusing on lifelong swimming. If we had more open water space, the Mount Rainier Pool could host a Masters Swim Program. It is a chance for swimmers to participate on a club as an adult. At a past pool I worked the club had about 40 members and even helped raise money for projects. It is a great community and support builder. <https://www.active.com/triathlon/articles/6-reasons-to-join-a-masters-swim-program>

#### BOARD MEETING TUESDAY (6/21)

- Packet- Lauryne sent out the packet for the June 21 meeting on Thursday, June 16. Here is a link to the packet.
  - Agenda Packet Link - [https://mtrainierpool.com/wp-content/uploads/20220621\\_Draft-1-Packet-SVD-Edits-06162022.pdf](https://mtrainierpool.com/wp-content/uploads/20220621_Draft-1-Packet-SVD-Edits-06162022.pdf)
- Directions to Meeting - Just a reminder that the meeting will be at the Mount Rainier High School Library, 22450 19<sup>th</sup> Avenue So (right next to the pool).
  - Go through the main entrance, walk up the stairs that are straight ahead. The library is on the second floor right above the front doors.
- Hybrid Meeting - I reached out to HSD and I am trying to setup a meeting with their librarian to get the overhead situation resolved. This will allow us to save paper and time by not putting commissioner notebooks together.
  - Commissioners: Commissioner Stender will meet remotely and Commissioner Dusenbury will not be there too and may not have internet access.
- WIFI - MRHS has an open network. If you need help when you arrive, let me know.
- Executive Sessions - We will have about 20-30 minutes of executive sessions to start the meeting. MRSC just put out an article (Thursday, June 16) on Expectations of Confidentiality and OPMA Executive Sessions. I think this is a good information.
  - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/June-2022/Confidentiality-and-OPMA-Executive-Sessions.aspx>
- Aquatics (Operations) Update - Jared and I have not been able to meet until after the packet went out, so there might be some minor changes to his report. He has been very busy training and interviewing people for the lifeguard and swim instructor training. This is much more difficult than other pools, due to the amount of nontraditional swimmers we have recruited.

#### CLOSURE



- Notice – We have posted signs throughout the facility. An email notification has been sent out. I had 575 update the banner and I updated the website's schedule. I also reposted it on Facebook on Friday including the Des Moines Community Group.
- Backflow Plumbing – It looks like we will not get the parts in time, so this project is on hold. (If the part becomes available, we will try to fit it in.) If not, it should have minimal impact on operations.
- Lighting – Light Bulbs will be replaced, but there is one fixture that has been discontinued. Valley Electric is looking at sourcing a similar fixture.
- See Updated Schedule Below – Jared, Quentin and I met on Thursday. Below is our outline. There will be smaller projects that are not listed. These are dependent on staff availability, contracted work and trainings that do not have the flexibility.

## CLOSURE SCHEDULE

### Mount Rainier Pool

### June 20 – July 4

#### Pre-Closure: Lifeguard Training #1: June 17-19

Date	Contracted Projects	Staff Projects	Training	Rentals
Monday, June 20 (Jared)		FT Staff Holiday (ADJ) New Staff Training 10a-3p	Staff WSI Prep Course 1-2p	SMAC Practice 7-10a
Tuesday, June 21 (Jared) +Scott		New Staff Training 10a-3p	Swim Instructor Training 9a-5p	SMAC Practice 7-10a
Wednesday, June 22 (Jared)	Sound Cleaning 10:30am-??	New Staff Training 10a-3p		SMAC Practice 7-10a
Thursday, June 23 (Jared)		New Staff Training 10a-3p	Swim Instructor Training 9a-5p	SMAC Practice 7-10a
Friday, June 24 (Jared)		New Staff Training 10a-3p	Swim Instructor Training 9a-5p Lifeguard Training #2 7:30-9p	SMAC Practice 7-10a
Saturday, June 25 (Hensen)			Lifeguard Training #2 9a-5p	
Sunday, June 26 (Hensen)			Lifeguard Training #2 9a-5p	
Monday, June 27 (Quentin)	Power Box Project 6am-??? Backflow Project 10am-??? Lift Delivery	New Staff Training 10a-3p		
Tuesday, June 28 (Quentin)		New Staff Training 10a-3p	Swim Instructor Training 9a-5p	SMAC Practice 7-10a

Wednesday, June 29 (Quentin)	Valley Electric (Lighting) – 10am-??	New Staff Training 10a-3p		SMAC Practice 7-10a
Thursday, June 30 (Quentin)		New Staff Training 10a-3p	Swim Instructor Training 9a-5p	SMAC Practice 7-10a
Friday, July 1 (Quentin)	Cover Pool at End of Swim Practice High Duct Cleaning	New Staff Training 10a-3p		SMAC Practice 7-10a
Saturday July 2	High Duct Cleaning			
Sunday, July 3	NO PROJECTS. HOLIDAY WEEKEND. Staff check-in on systems.			
Monday, July 4	FOURTH OF JULY - CLOSED ALL DAY – Lift Pick Up.			

Facility re-opens on Tuesday, July 5<sup>th</sup> at 8am. **NEED TO UNCOVER POOL.**

LIST PROJECTS TO WORK ON BUT NOT ON LIST: Will do throughout two weeks.

- Fill parking lot cracks
- Locker Cleaning
- Bench Refinishing
- Weeding – Roof Access and AHU Enclosure
- Graffiti Removal – if needed
- Remove Brush in front of AHU (Nate)
- Rekey building (Contractor/Staff)
- Inspection Meeting with NLS (landscaper)

### SWIM LESSONS

- Monday-Thursday and Saturday Lessons – Staff is starting to call wait list participants. This will take about a week, as some people are not responding to their calls.
- Camp KHAOS – Quentin met with Camp KHAOS's coordinator. They are setting up three afternoon classes of 15 each to start with. There will be a beginning, intermediate and advanced session for each. There will also be one open swim on Fridays from 1-3pm. We will also not have lessons for them on Tuesdays as they will be on field trips that day. We may add public classes if we have staff available and they do not affect Camp KHAOS.
- Weekend Staffing Issues – We have been having trouble getting staff to commit to Saturdays during the schedule, so we are working with staff to split 8 week sessions of classes. We will put out messaging to parents to explain this.
- Swim Assistants – To stabilize the class staffing issues above and train staff, we will be having assistant swim instructors for classes. These assistants will be from our new and waiting list for future swim trainings. They will assist in supervision of the kids in the class and can hopefully step in once adequately trained.

### SCHEDULE UPDATE

We will be putting an update out next Wednesday or Thursday (June 22 or 23) for the schedule taking effect on July 5<sup>th</sup>.

### RECRUITMENT/TRAINING

- Recruitment Packet - We created a packet to go to Maritime High School, and I altered the letter to go out to local school district high schools. The Maritime Packet is attached to this email.
- Coordinator Candidate – We were going to put out the coordinator job, but we had interest out of the blue. We are going to interview them before putting the job out.
- Trainings – Our first of two lifeguard trainings is this weekend, June 17-19 (full). We also have a backup on June 24-26 (still registering from interest list) as long as we have interested parties. The swim instructor training is full (update two last minute dropouts, we are at 8/10) and starts Tuesday, June 21. It is a two-week course.
- Aquatics Manager at WSIT Training – Quentin will be out of the office starting this weekend through next week. This will help us offer more local training of staff as we grow into being a comprehensive training center.

### **SUMMER PROGRAMS**

We only recruited within Des Moines this year and did not do any external marketing. We started registration on Tuesday, June 14 and required swim evaluations for the MRP Swim Club.

- MRP Swim Club – 15/20 spots are filled. We have 5 openings at this time but have some people coming in for evaluations.
- Lifeguard Prep Course – We have 3/20 spots filled. We got information out to the high schools late, including Martitime. I do not think it will fill, but I could see 8-10 people.

### **MRHS GRADUATION**

Quentin attended graduation. Many staff asked him to go. This year we have 15 staff members graduating (record year). Many will be going off to college.

### **TRAINING**

WRPA Annual Aquatics Conference: Let me know if you are interested in attending.

Registration is now open for the [2022 Aquatics Conference](#). This year the conference will take place at **McMenamins Anderson School** in Bothell, WA. Take advantage of this amazing educational opportunity to learn about how to handle critical incidents, how to be proactive in the safety of your guests, and what the future may hold for the aquatics industry as a whole.

### **INSURANCE RATES 2023**

Just a heads up that there might be a dramatic increase in our insurance rates for 2023. See message from WCIA below.

Dear **WCIA** Delegates:

**WCIA** will be working on the 2023 Member Assessments with both the Budget Committee and Executive Committee this month. After the July 8<sup>th</sup> Executive Committee meeting members will be notified of their individual rates for budgeting purposes.

Members should be aware that claim development has seen substantial growth for the past several years causing significant operational losses. Additionally, the increasing poor loss development has resulted in major increases in reinsurance costs for the organization.

WCIA's 2021 Financial Statements reflect a \$21 million decrease in net position. This was primarily due to the claim payments/reserves increasing by approximately \$16.6 million from 2020 to 2021. Additionally, there was an approximate \$9.2 million decrease in the fair market value of investments which was offset some by an approximate \$5.6 million increase in assessments. The decrease in the fair market value of investments is due in large part to rising interest rates during the past year and the fixed income securities held in WCIA's portfolio.

Due to the past several years of operational losses WCIA's undesignated reserves (rainy day fund) is very low. While the organization continues to meet the State's solvency requirements, it has always been a goal of this organization to be funded well above the statutory minimum for unforeseen events. Therefore, the 2023 rates will need to reflect not only the rising costs of claims but also a gradual build back of the undesignated reserves. Unfortunately, it is anticipated that WCIA's overall rate increase for 2023 will surpass last year's rate. Individual member rates will vary from the overall rate based on loss experience and worker hours. As always, I am happy to answer any questions you may have. Ann

## BULLETIN BOARDS

Pool staff is taking down the bulletin board with all the Covid-19 information and replacing it with stories about the lifeguard shortage. They are going to have information on our free certifications and employment in the middle of it. It will be a call to help us help the community. Here are a few of the articles that might be posted.

- (Good listen) - <https://www.npr.org/2022/06/14/1105025447/the-pandemic-caused-lifeguard-shortages-which-mean-fewer-swim-lessons-this-summer>
- <https://www.opb.org/article/2022/06/14/oregon-lifeguard-shortage-leaves-beaches-unguarded-long-lines-pools/>
- <https://www.spokesman.com/stories/2022/jun/13/lifeguard-shortage-to-reduce-public-swimming-oppor/>
- <https://abcnews.go.com/US/us-lifeguard-shortage-summer-pool-closings/story?id=85240100>
- <https://www.king5.com/article/news/local/seattle/seattle-beaches-close-summer-lack-lifeguards/281-70011d4e-adca-4368-b054-9b89efe615d5>
- <https://www.npr.org/2022/06/14/1105025447/the-pandemic-caused-lifeguard-shortages-which-mean-fewer-swim-lessons-this-summer>

## RESEARCH

- A commitment to inclusion (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/july/a-commitment-to-inclusion/>
- Demolition of Normandy Park's former recreation center to start this week (Normandy Park Blog) - <https://www.normandyparkblog.com/2022/06/06/demolition-of-normandy-parks-former-recreation-center-to-start-this-week/>
- Mom shares powerful message 15 years after son drowns (Good Morning America) - [https://www.goodmorningamerica.com/family/story/mom-shares-powerful-message-15-years-son-drowned-84830235?fbclid=IwAR3zWJoKibm--YCpf60mPRbmgwXJ-9QrRk\\_Xmj-Jqi5RV785Riuz7SGGitw](https://www.goodmorningamerica.com/family/story/mom-shares-powerful-message-15-years-son-drowned-84830235?fbclid=IwAR3zWJoKibm--YCpf60mPRbmgwXJ-9QrRk_Xmj-Jqi5RV785Riuz7SGGitw)
- Teen brothers drown at NJ Indoor Swimming Pool (NBC New York) - <https://www.nbcnewyork.com/news/local/teen-brothers-drown-at-nj-schools-indoor-swimming-pool->

[sources/3726346/?fbclid=IwAR0mzp2YNzdRRm03I4By9EfoYc1QzLLcAGLmMeXcGH7W5-XxwAovwN9hrY](https://www.govtech.com/education/k-12/6-major-k-12-districts-to-pilot-data-driven-safety-program)

- Six major school districts to pilot data driven safety programs (Government Technology) - <https://www.govtech.com/education/k-12/6-major-k-12-districts-to-pilot-data-driven-safety-program>
- Fighting recreational water illnesses (Aqua Magazine) [https://www.aquamagazine.com/service/article/15292132/fighting-recreational-water-illness?utm\\_source=Newsletter&utm\\_medium=email&utm\\_campaign=ATHLCD220608005&utm\\_term=&fbclid=IwAR22eIWcvGxIPIQL0A3Nc5PVPpSXRoFB9AlquT7msRJNo3D5FonKYogwnPo](https://www.aquamagazine.com/service/article/15292132/fighting-recreational-water-illness?utm_source=Newsletter&utm_medium=email&utm_campaign=ATHLCD220608005&utm_term=&fbclid=IwAR22eIWcvGxIPIQL0A3Nc5PVPpSXRoFB9AlquT7msRJNo3D5FonKYogwnPo)
- Infrastructure coordinators help cities evaluate projects, pursue funding (Smart Cities) - <https://www.smartcitiesdive.com/news/infrastructure-coordinators-help-cities-pursue-funding-evaluate-projects/624212/>
- Supporting healthy aging through Parks and Recreation (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2022/july/supporting-healthy-aging-through-parks-and-recreation/>

### **Week Ending June 24<sup>th</sup>**

#### **SCHEDULE CHANGE**

On Thursday, June 23, we put out the schedule changes on the [website](#), [email blast](#) and [social media](#). The change will take effect on Tuesday, July 5.

#### **ELECTION PAYMENT ERROR**

We got an email from King County on Wednesday that they are researching the issue.

#### **BILLING**

We are going to send out billing for the Spring. We are still awaiting payments from some of our users for rental fees from earlier this year.

#### **STEMPER**

Stemper is going to put together a new estimate for the grant. It has been over a year since the estimate and they feel with escalation, they may not still be accurate, especially with subcontractors. They also suggested an estimator (that wasn't originally quoted) for the project. I think this is a good idea with how the economy has been lately. This is important if we have to put the numbers for a bond together. They have also moved up the civil engineer finding out what could be done with the facility earlier in the assessment period.

#### **VANDALISM**

This is the second time that someone has attempted to break into our Conex external storage. We store extra equipment including the Wibit. We had to cancel the Wibit swim last Saturday due to the lock being inoperable. We have replaced the lock with a Master Lock that is rated a 10/10 for security purposes. (Note-cut lock is from our lock cutter)



#### **CLOSURE UPDATE**

- Floors – Sound Cleaning completed floor cleaning on Wednesday. They will be back next Friday and Saturday to complete the air duct and high cleaning.





- Lighting – We were able to replace all of the lights except one. We were going to try to get a replacement fixture, but none were available. All other lights were replaced and we exceed the minimum foot candle requirements.
- Benches – Our super-volunteer sanded some more benches that we will refinished next week.
- Backflow Prevention Plumbing – We were notified that the part came in for the plumbing, so the repair will be done next week.
- Swim Instructor Course – We had two people drop out of the swim instructor course and have 8/10 people currently taking the course.
- Lifeguard Courses – We had 10/10 in last week's course and have 6/10 (at this point) in next week's course. We have a lot of parents that were taking their kids on vacation these weeks. Jared is working to have more courses available later this summer.
- New Staff Trainings – Staff have been training new cashiers and new staff on operations. This helps not only train new staff for customer service, but help other newer staff fine-tune their skills.

#### **OTHER MAINTENANCE**

- Gate Permit – The city extended our gate permit until August 22, 2022. Once the summer programs get moving, we will focus on getting this project moving.

- Landscape Meeting – We are working to schedule a landscaping meeting to inspect and get some weed areas fixed.

### **POOL STAFFING UPDATE**

Before this week's trainings, we were at two full-time and 33 part-time staff at the pool. The last time we reported this, we were at 27-28 part-time staff. This does not include all people being trained during closure.

### **SWIM LESSON UPDATE**

Staff has been contacting people on the waitlist for openings. We are over 95% full. Next week, we will send an update out after looking at staffing numbers, to the waiting lists. If people are too low on the waitlist, we will send a letter to them that of their chances.

### **DROWNING PREVENTION STORY**

The NRPA Aquatics Facebook group posted the recent near drowning at a synchronized swimming world championship event: [https://www.cnn.com/2022/06/23/sport/anita-alvarez-swimmer-coach-spt-intl/index.html?utm\\_source=facebook&utm\\_medium=news\\_tab&fbclid=IwAR1CLCJ9FTKjiRyW76zqCAyGEr\\_7M6gho5nJqzSJl-VwmX2wNg9fTK\\_JZNo](https://www.cnn.com/2022/06/23/sport/anita-alvarez-swimmer-coach-spt-intl/index.html?utm_source=facebook&utm_medium=news_tab&fbclid=IwAR1CLCJ9FTKjiRyW76zqCAyGEr_7M6gho5nJqzSJl-VwmX2wNg9fTK_JZNo)

They also made this statement that I thought was important with the story (Facebook posting):  
Why do need Lifeguards at a swim meet?

I have this conversation more often then I want to. Let's keep it simple...because after the age of 12 46% of all drowning cases (the number increases as the age of swimmers goes go up) happen because the swimmer experiences a medical emergency while swimming and drownings!! Drownings and lifeguards are solely not a "I can't swim and fell in fixer!"  
Drowning takes on many forms and has many causes beyond lack of swimming skill.

### **RESEARCH**

- Making government jobs more attractive (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/June-2022/Making-Government-Work-Attractive.aspx>
- Groups seek learn-to-swim laws nationwide (Aquatics international) - [https://www.aquaticsintl.com/facilities/groups-learn-to-swim-laws-nationwide\\_o](https://www.aquaticsintl.com/facilities/groups-learn-to-swim-laws-nationwide_o)
- NYC Mayor Adams blames cut in swim classes on national lifeguard shortage (NY Daily News) - <https://www.nydailynews.com/news/politics/new-york-elections-government/ny-nyc-mayor-eric-adams-swim-classes-national-lifeguard-shortage-20220615-lpihuv4zrjbs3gnonhjf2cx3zy-story.html>
- Blue Springs plans for new aquatic center (Fox4) - <https://fox4kc.com/news/blue-springs-shows-off-plans-for-new-aquatics-center/?fbclid=IwAR1547iqvQwZwSRzwzfZjTkFpQkqu42GkDxBywpJKqH7StzffmoulNmeT4>
- Preventing strategy scope creek (ICMA) - [https://corp.smartbrief.com/original/2022/06/preventing-strategy-scope-creep?utm\\_source=brief](https://corp.smartbrief.com/original/2022/06/preventing-strategy-scope-creep?utm_source=brief)
- Leveraging local universities to create new programming (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/july/leveraging-the-local-university-to-create-new-programming/>



- King county urges caution near local rivers, lakes, Puget Sound this summer as water is cold, fast from above-normal snowpack (King County Insider) - <https://kingcounty.gov/depts/dnrp/newsroom/newsreleases/2022/June/21-river-safety.aspx>

### **Week Ending July 1<sup>st</sup>**

#### **MINUTES**

Lauryne sent out minutes on Tuesday, June 28. Please let us know if you have any questions or need the email resent.

#### **ELECTION CHARGE ERROR**

We received the following message from King County in response to our inquiry about the election error.

My apologies, I made an error on the fund number of another jurisdiction and charged their 2021 Gen Election amount of \$39,393.03 to your fund.

I will reverse that amount today.

I show the total charged to your fund as Election Costs in June was \$58,653.26, less the 39,393.03 error leaves the correct amount of 19,260.23.

Thank you for bringing this to our attention and again my apologies for the confusion.

The charges were fixed and reflect in the deposit on Wednesday, June 29.

#### **LEASE UPDATE**

Legal has created a draft of the lease. We had WCIA review it and are preparing it for their review. We are also working with them on the repair listed below.

#### **SWIM LESSON UPDATE**

All classes are full or we are finalizing calling people for the final spot or two..

- Waitlist, Class Full Messaging - We put together messaging for those that did not get into the class. We notified the Monday-Thursday waitlist that the session was full. We are still filling the last remaining spots from the waitlist and will notify people next week when the class is full. We had some people that signed up for the waitlist and did not provide an email or opted out of being contacted(?). But we are notifying the majority of participants. Below is the message we sent out to Monday-Thursday participants.

Dear Swim Lesson Parent:

This email is to inform you that all session 1, Monday-Thursday (July 5-14) classes are full at this time.

When we get closer to session 2, July 18-28, we will contact people for open spots. You will be given a window to reply to take the spot. If you do not, the next person on the list will be contacted. This is the fairest way to fill the classes to the best of our ability.

Please do not call if you have not been contacted, as this slows the process down for returning calls. At the end of contacting people each session, a courtesy email (like this one) will be sent out to all participants on the waiting list. *(If you are lower on the list and do not want to be contacted, let us know.)*

This year with the free swim lesson grant we have received an overwhelming amount of interest. Even though the district is offering a record amount of swim lesson opportunities and more than many other pools, we just cannot meet the needs of everyone for these free lessons.

Finally, we are re-examining our registration process to better serve our community in the future. We will announce any changes this Fall. Our goal is to develop priority for the taxpayers that support our facility and its programs.

Sincerely,

Scott Deschenes, District GM

Des Moines Pool Metropolitan Park District/Mount Rainier Pool

[info@mtrainierpool.com](mailto:info@mtrainierpool.com)

- **Camp KHAOS** – Camp KHAOS will have their first lessons on Wednesday. We have decided to just focus on Camp KHAOS in the afternoon. There will be a beginning, intermediate and advanced time with 3 classes of 5 each (15 each session for a total of 45 for all three). Friday Update – It appears numbers will be lower than expected, so we will work out an alternative next week for open spots.

#### **SEEK EQUIPMENT PACKET**

I am getting information finalized to hopefully make an order next week. Last week I contacted families that did not complete their forms. I only heard back from one parent.

#### **EMAIL UPDATES**

We sent an update on Thursday, June 30 on the Lifeguard Prep Course, as there were plenty of spots. See link below. (I think we will have at least 5 spots filled.)

<https://createsend.com/t/d-D133B4FD79289EF42540EF23F30FEDED>

On Tuesday, July 5<sup>th</sup>, we will send an update with our new schedule and updates on program numbers.

#### **SUMMER PROGRAMS**

As of June 30, there were 16/20 spots filled for the swim club and 3/20 of the lifeguard prep course. Both classes will start on Wednesday, July 6. We will also include staff that are cashier and others that need training to attend the lifeguard prep class. We will also utilize the time for staff swim fitness training.

#### **PERSONNEL MANUAL**

We are working to update the personnel manual over the next couple of months. Below is an article from MRSC on some of the changes.

- MRSC Article - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/June-2022/2022-Updates-to-Personnel-Laws.aspx>
- DMPMPD Personnel Manual Webpage - <https://mtrainierpool.com/employee-handbook-2020/>

## **CLOSURE UPDATE**

- Power Box Repair - Below are pictures of the old power box being removed and installation of the new process. This should alleviate future closures around this process. Two of our closures over the last two years were centered around this piece of equipment. This repair was completed on Monday, June 27. This required no power to the building for most of the day.
  - Old Power Box -



○ Installation of New Box System -





- Backflow Plumbing Repair – The backflow plumbing repair was also completed on Monday, June 27. This repair shutdown water to the entire building. We were lucky that we were able to



source this part and schedule the repair, as if it were an emergency repair, it could have shut us down until the part was delivered which could have been weeks.



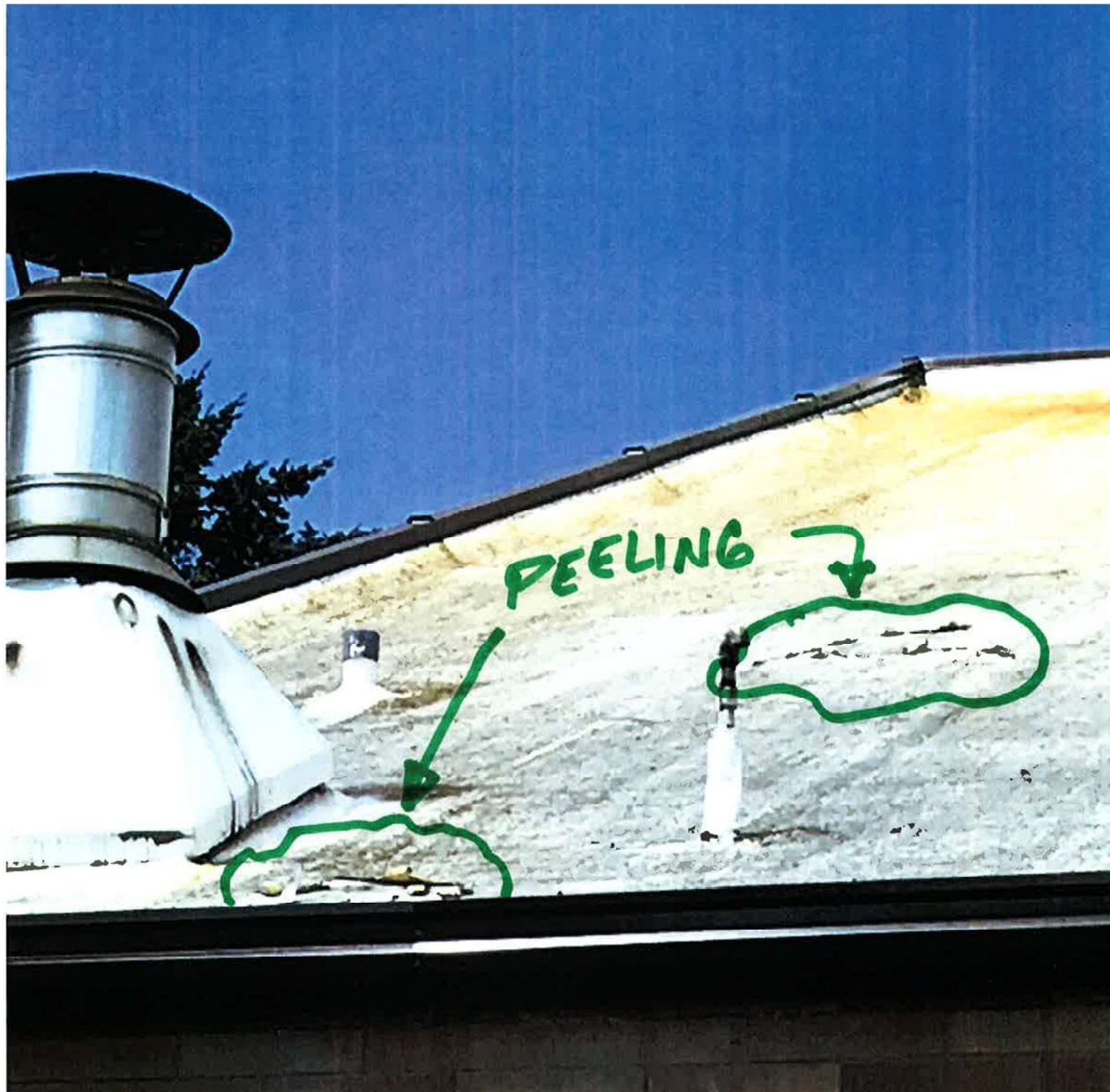
- Light Replacement – Quentin reported all but two lights were replaced. Right now 21/22 lights are working. The two that were unable to be fixed have stripped casings to the lights. Due to the age of the lights, we will have to replace the whole fixture. With the drop lights and LED's, we should easily meet minimum foot candles for the pool even with both lights out. Note- at this point only one of the lights is not working but we estimate the second light will go out in the next couple of months.
- High Duct Cleaning – Quentin is staying Friday and Saturday to be onsite for these projects.
- Swim Instructor Training – Staff finished with 7/8 people completing the trainings.

- Lifeguard Trainings – We had sixteen people go through the trainings during the closure. Many are new hires, so Quentin and Jared will be working with them on on-the-job trainings, job shadowing and other onboarding.
- WSIT (Water Safety Instructor Trainings) – Quentin completed his training and is excited to implement some of the changes in future lessons. I am scheduling him to come to our July meeting to discuss this.
- Pictures – I will add more pictures in the future. Emails can only support a few each.

#### **OTHER MAINTENANCE**

- Vacuum Down – One of the vacuums will need to be sent in for maintenance. Luckily we have a backup until it is fixed. When vacuums are down, it affects water quality by having debris floating around the bottom of the pool.
- New Key System – We have had two instances where staff have lost keys (one key has been relocated). We are developing a new process for using the key at the front door that will not be a master key. This will require us to rekey some doors and we will be reissuing keys under a new system.
- Roof Issues – We have reached out to the school district about the roof patch they performed a couple of years ago.





#### **OTHER TRAININGS**

- Joint Recertification Class – Quentin and Emmitt are working on a joint lifeguard recertification class with Olympic View the week of July 9. He is also letting them utilize our old CPR manikins. These manikins are in storage and only used if the ones that were obtained with a grant are not available.
- Staff In Training (CPR Staff Skills) – Quentin is working on getting certified to teach new staff CPR Training before they are certified as Lifeguards. This will help if we are short-staffed and if pressed these people could help in a non-water emergency.

#### **WRPA AQUATICS CONFERENCE**

The WRPA Aquatics Conference is September 19 & 20. If you are interested in attending, please let me know.

[https://wrpa.memberclicks.net/index.php%3Foption=com\\_jevents&task=icalevent.detail&evid=172&year=2022&month=06&day=09&uid=677a870d2d4d1e2967d0cef07673649c](https://wrpa.memberclicks.net/index.php%3Foption=com_jevents&task=icalevent.detail&evid=172&year=2022&month=06&day=09&uid=677a870d2d4d1e2967d0cef07673649c)



## HOLIDAY

- Independence Day – Just a reminder that we are closed in observance of Independence day as part of our closure.
- Personal Holiday - I will be out of the office the afternoon of Friday, July 1 through Tuesday, July 5. If you have any questions, please let me know. I will check my email and get back to you within 24 hours.

## RESEARCH

- HSD Board Puts School Bond (on November 8 Ballot (NP Blog) - <https://www.normandyparkblog.com/2022/06/23/highline-school-board-votes-to-put-school-bond-on-nov-8-ballot/>
- Rescue workers urge caution around the water after deadly weekend in western Washington (King 5) - <https://www.king5.com/article/news/local/rescue-workers-caution-water-safety-hot-weather/281-e3b68844-3f12-4336-b4d8-e520f1d5e91a>
- Muscatine Aquatic Center hosts story time and swim event (NRPA Smart Brief/KWQC TV) - <https://www.kwqc.com/2022/06/23/muscatine-aquatic-center-hosts-story-time-swim-event/>
- The economic impact of local parks (and recreation facilities) (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/july/the-economic-impact-of-local-parks/>

## Week Ending July 8<sup>th</sup>

## EMERGENCY CLOSURE

On Monday, July 5<sup>th</sup>, we were forced to close the pool. Quentin went through the normal protocols including backwashing. Our service company was not available that day due to the holiday (as calls to office and cell phones were not returned). We were losing water. Quentin backwashed to see if he could get the system to normalize, but there was no pressure. We decided to turn off the entire system until we could call someone the next morning. We also decided to not message any closure information that evening to see if we could get the pool open in time for the morning and that we knew most messaging that evening would not have been received.

Quentin came in at 6am the next morning and contacted Aquatic Specialty Services (ASS) when they opened at 6:30am. ASS was able to send a technician out first thing. After tinkering with the system, they were able to determine that air was leaking into the filter system that was causing the surge pit to estimate that the pool was full and was dumping water to counteract it. They were able to get the pool re-opened by 1pm. The main reason for not opening early was the cloudiness of the water. We decided to open at 1pm for Camp KHAOS swim lessons, SMAC and other evening programming. The water was at acceptable chemical and cloudiness, but Quentin stationed extra guards for safety.

We sent an email blast out, directly emailed all morning swim lesson programming and posted the message on social media. Quentin also had extra staff onsite to answer questions and help answer questions about the closure.

<https://createsend.com/t/d-153EC11FDD8FBDFB2540EF23F30FEDED>

For the short-term Quentin has learned to bleed air out of the system. For the long-term, there are three points in the system that need to be fixed. ASS is putting together a bid to replace the parts, which

will take one day closure. I am attempting to see if we can have it done on July 23, which is the day we are shut down for the Waterland Parade. This will cost a weekend rate, but should help without having to affect operations.

### **HSD LEASE**

We have a first draft of the lease that we will discuss at the July 19<sup>th</sup> Board Meeting. We will have a meeting with them about the agreement the following week. I also found an old agreement between King County and Highline regarding pool usage.

### **ROOF PATCH ISSUE**

The school showed up on Thursday morning to inspect the roof issues. There were no repairs performed.

### **SWIM PROGRAMMING UPDATE**

- Morning Lessons – Morning lessons started on Wednesday after the emergency closure.
- Camp KHAOS Lessons – They are starting with 10 participants and will only be using two of the three time slots (1pm and 1:35pm) we held for them. We are hoping they will increase their numbers for future lessons. For the second session, we will fill any other openings with new classes. We got word that they are up to 16 for next week.
- Saturday Lessons – We sent out a reminder on Wednesday of the classes restarting since there was such a large break. There were also some openings with some people cancelling at the last minute. Staff is doing their best to fill spots.
- No Show Calls – Staff called all participants that missed classes this week. There were about ten people that did not show and told us they do not plan to. They were notified that they will no longer be able to sign up for the next session nor will they be considered current students.
- Waitlists – We are also exploring updating the process for waitlists. We have some people that are skipping lessons that we will not allow to register for the next session. We are working on a more expedient way to try to fill open spots. All people on waitlists will receive an email with the updated process. (We just cannot give people an entire day and fill the classes.) Below is a draft of the message.

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.

On registration Fridays, participants will receive a call from our offices between 9:00am 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 you will forfeit your opportunity to register for the open spot.

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](mailto: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. – Just a friendly reminder that the waitlists will end on August 28, 2022.

- Weekday Registration Next Week – We will have current student registration on Wednesday and we will start calling wait list participants on Friday. If we feel everyone that is current is registered, we may start contacting on Thursday.
  - Notification – We will be sending an email update directly to week day participants on Tuesday. We are still working on messaging, but it will be sent through CivicRec.
- Additional Classes – We are setting up some additional classes for the unused spots that are not being used by Camp KHAOS. They will be Parent and Child, Preschool 1 and Level 1 as those are the most desired levels. For session 3, we have saved some space to split the classes with those that have failed and passed each level filled with waitlist participants.

#### **PROCESS REVIEW (SCHOLARSHIPS & REFUNDS)**

We are talking about putting together a review on scholarships and refund policy for August. There are some process improvements that could help things run smoother.

#### **FORWARD THRUST SERVICE AREA MAP**

It has been a couple of years and I am still trying to get a service area map for the Forward Thrust Pool programs. Below is the latest response I received from King County Archives...

I am reaching out because you contacted us in 2021 to request access to information about records possibly held at King County Archives, but we were unable to fulfill your request due to limited access to parts of our collection.

I'm happy to announce that the renovation is complete, and we have moved back into the space. The building still isn't open to the public, but we hope to resume in-person reference appointments later this year.

The bulk of our collections are still stored off-site, so we are currently in the process of receiving those materials and putting them back on the shelves. As we slowly gain access to the records, we are checking with patrons whose requests are still pending. We realize that, due to the lengthy delay, you may have found the information elsewhere or no longer need it.

If you still want us to respond to the original request and remain in the queue, please contact us via phone or email by **July 15, 2022**. If you confirm your request, we will reach out to provide a general timeframe when we may have access to the specific records you need.

Please note that it may take up to three months for us to obtain access to those records. Once we have access to them, we will follow up to let you know your place in the queue and ask for any clarifying information.

**If King County Archives doesn't hear from you by July 15, 2022, we will close your request, but you are always welcome to email us later and create a new request.**

We appreciate your patience and continued support.

## **PUBLIC RECORD REQUEST**

Just a heads up about the records request below. All affected staff were contacted.

Please notify your employees about an upcoming information release in response to a public records request submitted by The Seattle Times. A copy of the notice is included below and is [posted on the DRS website](#). Because the notification process is time sensitive, we ask that you share with your employees as soon as possible.

Through the state's Public Records Act, The Seattle Times has requested certain information about all state retirement system members for the dates July 1, 2020, to June 30, 2021. The notice below includes a list of information DRS will release on Aug. 15, 2022.

Please note that we are sending this request to one main contact for each employer. If notifying employees is not part of your responsibilities, we ask that you forward this email to the appropriate person or unit.

No further action is needed other than sharing the notice with your employees. Your assistance is greatly appreciated.

---

## **Notice to DRS Members and Retirees – Public Records Request**

Posted on July 1, 2022

The Department of Retirement Systems (DRS) has received a public records request that seeks information about all members of the state's retirement systems, including all retirees and members, for the period of July 1, 2020, to June 30, 2021. The requesting organization is The Seattle Times.

DRS has requested and received a copy from The Seattle Times of the Declaration of Non-Commercial Purpose pursuant to RCW 42.56.070(8).

View [a copy of this Declaration and additional information](#) provided by The Seattle Times.

DRS has reviewed the request and determined that the following information items are subject to disclosure under the state's Public Records Act.

- Full Name
- City, State/Province, Country and ZIP/Postal Code
- Date of Birth
- Retirement System/Plan
- Date of Entry
- Service Credit
- Annual Salary
- Average Final Compensation
- Date of Retirement Withdrawal
- Monthly Retirement Benefit
- Retirement Type
- Employee Transmittal Code and Description
- Employer Name, City, State and ZIP Code

The Department intends to provide the information items listed above to the requesting organization on August 15, 2022.

If you are the subject of this public records request, no action is required of you. If you want additional information or have questions about the request, please contact DRS at [844-704-6780](tel:844-704-6780) or [drs.pdrnotice@drs.wa.gov](mailto:drs.pdrnotice@drs.wa.gov).

A note about injunctive relief: Individuals who are the subject of a records request often ask if they can seek a court order to prevent the release of their records. Under state law, an agency could be enjoined from releasing records if a court finds that the release “would clearly not be in the public interest and would substantially and irreparably damage any person, or would substantially and irreparably damage vital governmental functions.” To enjoin DRS from releasing records in the current request, the department would need to be served with an injunction prior to the scheduled release date listed above. State agencies cannot provide advice on whether to seek an injunction or whether such an attempt would be successful.

DRS makes no guarantee regarding the security of the information once in the hands of the Seattle Times, nor do we take any responsibility for how they use it.

#### **SUNDAY BALL FIELD RESTROOM USAGE**

One of the parents of our head lifeguards families has requested they utilize our restrooms during their games over the weekend. We will allow it as long as our head lifeguard is at the pool. All access points to the office and natatorium will be locked. The head lifeguard must be onsite the entire day and will be responsible for cleaning and restocking the restroom.

### **LIFEGUARD RECERTIFICATION CLASS**

The above mentioned head lifeguard does trainings for us, and is going to teach a joint recertification class for us, Olympic View and people on our lifeguard recertification list.

### **WATERLAND PARADE PREP**

Quentin, Gene and I are meeting next Tuesday to discuss planning for the Waterland Parade on Saturday, July 23.

### **EMPLOYEE UPDATE**

As you know we were are only 6 part-time employees last Fall due to the pandemic and changeover. After trainings last week, we are at 44 part-time employees with 40 currently working. We also received a good number of job interest cards next week. Quentin and Jared are working to see what next steps we can take.

### **RESEARCH**

- A commitment to inclusion (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/july/a-commitment-to-inclusion/>
- Initiative for higher minimum wage in Tukwila qualifies for November ballot (Seattle Times) - <https://www.seattletimes.com/seattle-news/initiative-for-higher-minimum-wage-in-tukwila-qualifies-for-november-ballot/>
- 4 Year Old Drowns During Swim Lesson (NBC Today) - <https://www.today.com/parents/parents/boy-drowned-swim-lesson-georgia-rcna37119>
- 3 drivers of the critical lifeguard shortage (Yahoo Finance) - [https://finance.yahoo.com/news/3-drivers-critical-lifeguard-shortage-200905442.html?guccounter=1&guce\\_referrer=aHR0cHM6Ly93d3cuZ29vZ2xlMmNvbS8&guce\\_referrer\\_sig=AQAAAGA5XzxNvVXSysqXPJNtBPOE\\_CY\\_7BLICucvzlzdsxyV6NLzHiTwsT6kLVyOr-smlqoJ6iqwuppiw4dYwTmnnToV7\\_QTMKriYgSmp7J5eJ1rJAiX01LVz\\_SSKAoQqbUtGUHOeSPE6JF-S0wCuHUg1dAB3ueSdnzdh0UsjgeaGsRB](https://finance.yahoo.com/news/3-drivers-critical-lifeguard-shortage-200905442.html?guccounter=1&guce_referrer=aHR0cHM6Ly93d3cuZ29vZ2xlMmNvbS8&guce_referrer_sig=AQAAAGA5XzxNvVXSysqXPJNtBPOE_CY_7BLICucvzlzdsxyV6NLzHiTwsT6kLVyOr-smlqoJ6iqwuppiw4dYwTmnnToV7_QTMKriYgSmp7J5eJ1rJAiX01LVz_SSKAoQqbUtGUHOeSPE6JF-S0wCuHUg1dAB3ueSdnzdh0UsjgeaGsRB)



# Des Moines Pool Metropolitan Park District

June 8, 2022

7:00 p.m.

Hybrid (Mount Rainier High School Library and Remote Online)

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:11 p.m. after some technical difficulties were resolved. Present were Commissioners Dusenbury, Achziger, Campbell, and Stender; District General Manager Deschenes and Stemper Architect Melody Leung.

**ADOPTION/MODIFICATIONS OF AGENDA** – No adoption was made.

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

There were no announcement, proclamations, or presentations.

### PUBLIC COMMENT

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

### BUSINESS

#### a. Retreat – Mission and Vision

Stemper Architect Melody Leung led the Board of Commissioners through a visioning exercise for the future Master Plan. A copy of the mission and visioning exercise is on file at the District offices.

### ADJOURNMENT

With no further business, the meeting was adjourned at 8:57 p.m.

### UPCOMING MEETINGS

- June 15, 2022, Special Meeting (Board Retreat), 7:00 p.m., Location: Hybrid (MRHS Library and Online)
- June 21, 2022, Regular Board Meeting, 7:00 p.m., Location: Hybrid (MRHS Library and Online)
- **July 19, 2022, Regular Board Meeting, 7:00 p.m., Location: Hybrid (District Office and Online)**

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

---

Commissioner Young

---

Commissioner Dusenbury

---

Commissioner Campbell

---

Commissioner Stender

**22450 19<sup>th</sup> Avenue South, Des Moines WA 98198 (Meeting Physical Location)**

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

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

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

Des Moines Pool Metropolitan Park District  
Meeting Minutes – 06/08/2022

---

Commissioner Achziger

---

District Clerk

DRAFT

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

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

The Des Moines Pool Metropolitan Park District is 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. Lauryne Thurmond, District Clerk at [lauryne.thurmond@desmoinespool.org](mailto:lauryne.thurmond@desmoinespool.org) if you have questions.





# Des Moines Pool Metropolitan Park District

June 15, 2022

7:00 p.m.

Hybrid (Mount Rainier High School Library and Remote Online)

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:03 p.m. after some technical difficulties were resolved. Present were Commissioners Dusenbury, Achziger, Campbell, and Stender; District General Manager Deschenes and Stemper Architect Melody Leung.

**ADOPTION/MODIFICATIONS OF AGENDA** – No adoption was made.

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

There were no announcement, proclamations, or presentations.

### PUBLIC COMMENT

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

### BUSINESS

#### a. Retreat – Strategic Planning

Stemper Architect Melody Leung led the Board of Commissioners through a strategic planning exercise for the future Master Plan. A copy of the mission and visioning exercise is on file at the District offices.

### ADJOURNMENT

With no further business, the meeting was adjourned at 8:22 p.m.

### UPCOMING MEETINGS

- June 21, 2022, Regular Board Meeting, 7:00 p.m., Location: Hybrid (MRHS Library and Online)
- July 19, 2022, Regular Board Meeting, 7:00 p.m., Location: Hybrid (District Offices and Online)
- August 16, 2022, Regular Board Meeting, 7:00p.m., Location: Hybrid (District Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

---

Commissioner Young

---

Commissioner Dusenbury

---

Commissioner Campbell

---

Commissioner Stender

**22450 19<sup>th</sup> Avenue South, Des Moines WA 98198 (Meeting Physical Location)**

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

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

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

Des Moines Pool Metropolitan Park District  
Meeting Minutes – 06/15/2022

---

Commissioner Achziger

---

District Clerk

DRAFT

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

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

The Des Moines Pool Metropolitan Park District is 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. Lauryne Thurmond, District Clerk at [lauryne.thurmond@desmoinespool.org](mailto:lauryne.thurmond@desmoinespool.org) if you have questions.



# Des Moines Pool Metropolitan Park District

June 21, 2022

7:00 p.m.

Hybrid (Mount Rainier High School Library 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, Achziger and Campbell; District General Manager Deschenes; Aquatic's Coordinator Wold; Legal Counsel Brian Snure; District Clerk and Coordinator Thurmond. Commissioner Dusenbury absent.

**PLEDGE OF ALLEGIANCE** – Commissioner Stender 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 pulled an extra \$38,000.00 for election costs by mistake. This will be adjusted and reflect the correct amount by the July Regular Board Meeting.

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in May totaling \$56,082.08. Commissioner Stender 2<sup>nd</sup>. The motion passed 4-0.

### 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 15 minutes until 7:20pm.

Commissioner Campbell moved to send the overpayment claim for former employee Dominic Finazzo to collections. Commissioner Stender 2<sup>nd</sup>. The motion passed 4-0.

#### 7b. HSD Lease Extension

No motion needed at this time.

### OLD BUSINESS

#### 8a. Residency Questions

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

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

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

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

## Des Moines Pool Metropolitan Park District Meeting Minutes – 6/21/2022

At the May 17 Regular Board Meeting Commissioner Stender announced that he would be moving out of the district to Normandy Park. As of this meeting, Commissioner Stender is living in Normandy Park. The board directed DGM to get more information on the subject from legal and requested legal be present at a future board meeting to answer questions. Legal informed the board that Commissioners are legally required to be registered voters residing within the boundary of the district, however, in order for a commissioner to be removed from the board Commissioners would need to either resign or must be removed from office by a court. Commissioner Stender can legally participate as a “de-facto” Commissioner and all decisions, discussions, and actions taken by the board are binding. Snure added that no legal harm would come to the district if Commissioner Stender were to continue to participate as a “de-facto” commissioner, and added that he is not recommending this action, as this is Commissioner Stender’s decision to make, and added that he wanted to give both sides. President Young asked for clarification that the board cannot take action, and that any board member who wishes to challenge would have to take it to a judge? Snure responded that the proceeding is called “quo warranto” and a resident of the district would have to file a suit alleging that Commissioner Stender was no longer an eligible voter to remove him from office. Commissioner Stender requested to know if the board had any objections. Commissioner Campbell stated he would be difficult to replace, while Commissioner Achziger stated that he did not have a comment. President Young stated that he is an excellent addition, the board was stronger with his knowledge and swim experience, but added his only reservation that he would be making tax decisions that he would not experience as a taxpayer. Commissioner Stender will continue to serve as a “de-facto” Commissioner on the DMPMPD Board. No Motion needed, informational only. *(Note-A Memorandum on Commissioner Authority that was drafted by Brian Snure is part of the June 21 Agenda Packet.)*

### 8b. Pool Update

Aquatics Coordinator Wold presented an update on summer planning and pool closure. Presentation can be found in the board packet. No motion needed, informational only.

### 8c. Annual Financial Report

This report is to update the board on the financial status of the district and to give a brief analysis of the 2021 financial conditions. The financial Report that was submitted on Friday, May 28<sup>th</sup>, 2022, and can be found for review in the board packet. No motion needed, informational only.

### 8d. Retreat info

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<sup>th</sup>s 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.

### 8e. Public Outreach

The Mount Rainer Pool has been performing public outreach and purchased materials to perform this. Presentation in board packet. No motion needed, informational only.

## NEW BUSINESS

### 9a. Office Transition

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

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

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

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

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

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 6/21/2022**

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. There are three options moving forward, keeping the district office as is, renting a smaller space in the same building to keep the Public Records and Server safe and having a place for DGM when in town, or move items to storage and keep the server on location. Board directed DGM to come back with costs and a discussion will be made in the future.

**ADJOURNMENT**

With no further business the meeting was adjourned at 8:16pm.

**UPCOMING MEETINGS**

- July 19, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (District Office and Online)
- 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)
- 

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

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

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



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/01/2022

Total Amount: \$13,099.93

Control Total: 15

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220525162300.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>5/25/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA9899F2474...	<u>5/26/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220525162300.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANDREW RIOS			20220425100_AR	05/31/2022	\$45.88	PE 5-25-2022
BREE CASWELL			2022042555_BC	05/31/2022	\$0.20	PE 5-25-2022 (PAYMENT CARES WA)
COLIBRI NORTHWEST, LLC			160DM	05/31/2022	\$896.75	AD IN SUMMER 2022 DES MOINES CITY CURRENTS
COPIERS NORTHWEST			INV2452361	04/07/2022	\$5.92	COPIERS NW APRIL
DEPARTMENT OF RETIREMENT SYSTEMS			20220401_DRS	04/01/2022	\$1,992.07	DRS APRIL 1
DEPARTMENT OF RETIREMENT SYSTEMS			1500954	03/29/2022	\$25.00	OASI 2021 TAX YEAR DRS
FERNANDO CORTEZ			2022042589_FC	05/31/2022	\$2.72	PE 5-25-2022 (PAYMENT CARES WA)
FERNANDO CORTEZ			2022042589_FC2	05/31/2022	\$163.38	PE 5-2-2022
HIGHLINE WATER DISTRICT			20220523_HWD	05/23/2022	\$1,026.90	HIGHLINE WATER DISTRICT APRIL/MAY
JOE DUSENBURY			2022042508_JD	05/31/2022	\$0.74	PE 5-25-2022 (PAYMENT CARES WA)
JOE DUSENBURY			2022042508_JD2	05/31/2022	\$117.56	PE 5-25-2022
MOUNTAIN MIST			004756631	05/19/2022	\$74.81	MM MAY
PUGET SOUND ENERGY			20220520_PSE	05/20/2022	\$8,629.68	PSE APRIL 2022
SHANE STENDER			2022042577_SS	05/31/2022	\$0.74	PE 5-25-2022 (PAYMENT CARES WA)
SHANE STENDER			2022042577_SS2	05/31/2022	\$117.58	PE 5-25-2022



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/08/2022

Total Amount: \$2,264.90

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220602145426.csv

Fund #: 170950010

## CONTACT INFORMATION

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

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0...	<u>6/2/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA9899F2474	<u>6/3/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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





## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220602145426.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			RN05222519	05/31/2022	\$73.57	CENTRAL WELDING SUPPLY MAY CHEMICALS 2022
CENTRAL WELDING SUPPLY			CG113074	05/25/2022	\$212.93	CENTRAL WELDING SUPPLY MAY CHEMS 2022 EXTRA
DATAQUEST, LLC			18426	05/31/2022	\$123.00	DATAQUEST MAY BILLING 2022
LINDA RAY			220206-01	06/01/2022	\$165.00	LINDA RAY CONTRACT MAY BILLING 2022
NORTHWEST LANDSCAPING SERVICES			CD50212988	06/01/2022	\$560.40	NW LANDSCAPING MAY 2022
SNURE LAW OFFICE			20220602_SLO	06/01/2022	\$412.50	SNURE BILLING MAY 2022
ZEN 22015, LLC			20220701ZEN	06/02/2022	\$717.50	ZEN RENT JULY 2022



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/25/2022

Total Amount: \$3,255.42

Control Total: 3

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220518145436.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> <small>2E03815D71304B0...</small>	<u>5/18/2022</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by: <u>Joe Deschury</u> <small>5E8DDA9899F2474...</small>	<u>5/18/2022</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\_20220518145436.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DEPARTMENT OF RETIREMENT SYSTEMS			20211231-DRS	12/31/2021	\$1,075.90	DRS DEC 2021
DEPARTMENT OF RETIREMENT SYSTEMS			20220430-DRS	04/30/2022	\$1,992.07	DRS APRIL 2022
GRAINGER			9307603903	05/10/2022	\$187.45	GRAINGER CLEANING SUPPLIES MAY 2022



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/01/2022

Total Amount: ~~\$7,052.11~~ \$5,976.21

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220526120636.csv

Fund #: 170950010

### CONTACT INFORMATION

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

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschunes</u> 2E03815D71504B0...	<u>5/26/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Duschury</u> 5EBDDA9899F2474...	<u>6/1/2022</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\_20220526120636.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
<del>DEPARTMENT OF RETIREMENT SYSTEMS</del>			<del>20221215_DRS</del>	<del>12/15/2021</del>	<del>\$1,075.90</del>	<del>DRS DECEMEBER Q2 RE-PAYMENT</del> Removed - Requested twice.
DEPARTMENT OF RETIREMENT SYSTEMS			20220415_DRS	04/15/2022	\$1,992.07	DRS APRIL Q2 PAYMENT
DEPARTMENT OF RETIREMENT SYSTEMS			20220501_DRS	05/01/2022	\$1,992.07	DRS MAY Q1 PAYMENT
DEPARTMENT OF RETIREMENT SYSTEMS			20220515_DRS	05/15/2022	\$1,992.07	DRS MAY Q2 PAYMENT





# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/22/2022

Total Amount: \$23,242.45

Control Total: 16

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220616191127.csv

Fund #: 170950010

## CONTACT INFORMATION

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

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0...	<u>6/21/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Shane Young</u> 8116619AAC1C481...	<u>6/17/2022</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\_20220616191127.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			17952	06/01/2022	\$90.00	ABS JUNE BILLING
ANDREW RIOS			20220615AR_100	06/15/2022	\$336.47	PAYROLL PE 6/10/22
AQUATIC SPECIALTY SERVICES			22341	05/10/2022	\$198.00	ASS MAY 2022 MONTHLY SERVICE
AQUATIC SPECIALTY SERVICES			22480	06/01/2022	\$836.82	ASS MAY 2022 CHEMICALS
AQUATIC SPECIALTY SERVICES			22248	04/27/2022	\$915.03	ASS REPAIR APRIL 2022
AQUATIC SPECIALTY SERVICES			21843	02/03/2022	\$491.66	ASS PARTS ORDER FEBRUARY 2022
CIVICPLUS			228646	07/27/2022	\$4,954.50	CIVICREC ANNUAL RENEWAL
CMIT SOLUTIONS EASTSIDE			10533	05/31/2022	\$1,416.00	CMIT MAY 2022 BILLING
DEPARTMENT OF RETIREMENT SYSTEMS			20220615_DRS	06/15/2022	\$1,992.07	DRS JUNE Q2 2022
DEPARTMENT OF RETIREMENT SYSTEMS			20220701_DRS	06/15/2022	\$1,992.07	DRS JULY Q1 2022
EMPLOYMENT SECURITY DEPARTMENT			20220531_ESD	05/31/2022	\$297.68	EMPLOYMENT SECURITY DEP. MAY 31 2022 Q1
FERNANDO CORTEZ			20220615FC_89	06/15/2022	\$90.53	PAYROLL PE 6/10/22
GRAINGER			9321670169	05/23/2022	\$22.23	GRAINGER GLASS CLEANER
KING COUNTY FINANCE			2141047	05/28/2022	\$1,006.26	2021 ELECTION COST
STEMPER ARCHITECTURE			20503	06/05/2022	\$4,036.25	STEMPER WORKSHOP
US BANK			20220610_USB	06/10/2022	\$4,566.88	US BANK BILLING MAY 2022



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/22/2022

Total Amount: \$9,151.26

Control Total: 3

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220622152943.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>6/22/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>[Signature]</u> 8116619AAC1C481...	<u>6/22/2022</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\_20220622152943.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MOUNTAIN MIST			004806625	06/17/2022	\$97.10	JUNE MM BILLING 2022
PUGET SOUND ENERGY			20220621_PSE	06/21/2022	\$8,179.16	JUNE PSE BILLING 2022
WASHINGTON RECREATION & PARK ASSOCIATION			7480	04/11/2022	\$875.00	WRPA 2022 BILLING

## ELECTRONIC PAYMENT REQUEST FORM



King County

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

Payment Settlement Date 06/15/2022

## 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 6/10/22	170950010			24219			28,415.44
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 28,415.44

## 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 Shane Young Title President Date 6/17/2022  
 Print Name Shane Young 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](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 06/29/2022

**PAYMENT INFORMATION**

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 6-25-22	170950010			24219			26,918.66
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 26,918.66

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

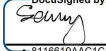
Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_  
 Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reference \_\_\_\_\_

**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 President Date 6/24/2022  
 Print Name Shane Young Phone # \_\_\_\_\_ Email \_\_\_\_\_

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7a      **Assigned to:** District G.M./Legal      **Meeting Date:** 07/19/22

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

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

**Background/Summary:**

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

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

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

**Fiscal Impact:** N/A

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

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

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

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

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

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

**Notes:**

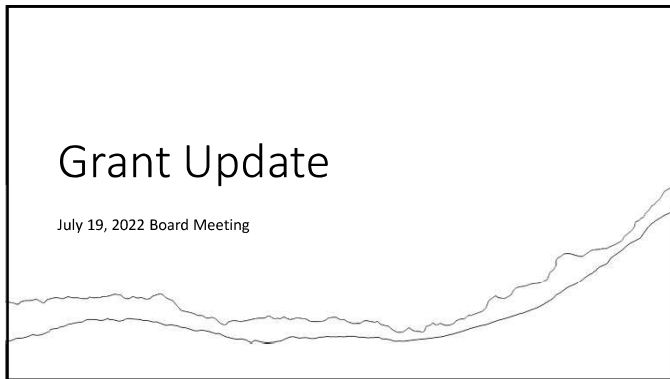
- Any materials are part of the Executive Session are not attached.

## AGENDA ITEMS SUMMARY SHEET

- No attachments.

## AGENDA ITEMS SUMMARY SHEET

- Attachment – Grant Summary (July Update)



1

---

---

---

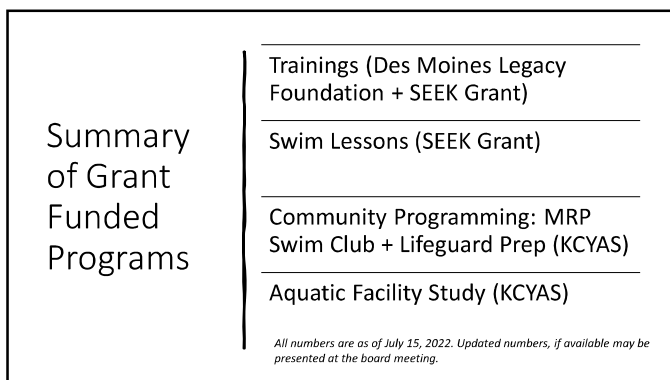
---

---

---

---

---



2

---

---

---

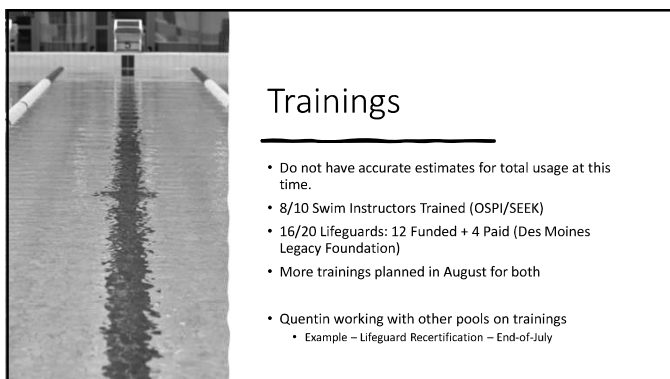
---

---

---

---

---



3

---

---

---

---

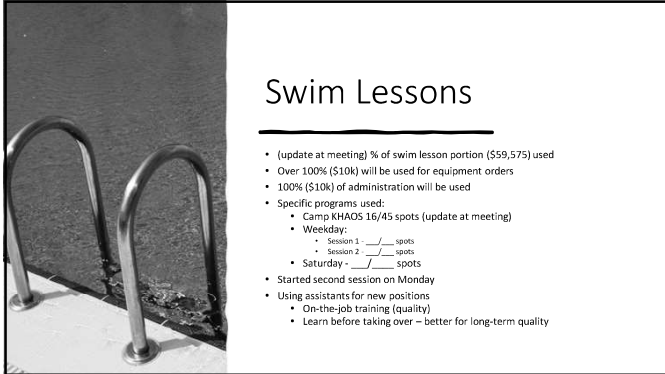
---

---

---

---





## Swim Lessons

- (update at meeting) % of swim lesson portion (\$59,575) used
- Over 100% (\$10k) will be used for equipment orders
- 100% (\$10k) of administration will be used
- Specific programs used:
  - Camp KHAOS 16/45 spots (update at meeting)
  - Weekday:
    - Session 1 -      spots
    - Session 2 -      spots
  - Saturday -      spots
- Started second session on Monday
- Using assistants for new positions
  - On-the-job training (quality)
  - Learn before taking over – better for long-term quality

4

---

---

---

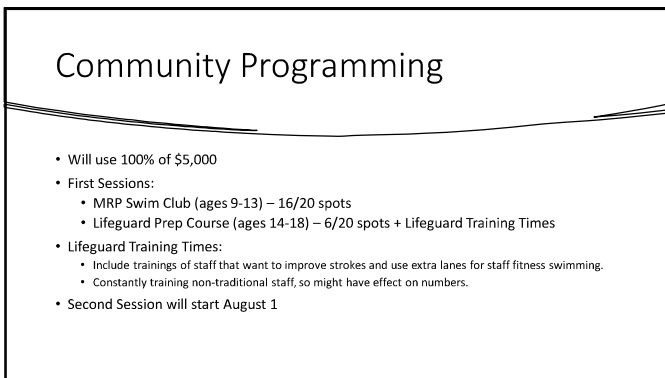
---

---

---

---

---



## Community Programming

- Will use 100% of \$5,000
- First Sessions:
  - MRP Swim Club (ages 9-13) – 16/20 spots
  - Lifeguard Prep Course (ages 14-18) – 6/20 spots + Lifeguard Training Times
- Lifeguard Training Times:
  - Include trainings of staff that want to improve strokes and use extra lanes for staff fitness swimming.
  - Constantly training non-traditional staff, so might have effect on numbers.
- Second Session will start August 1

5

---

---

---

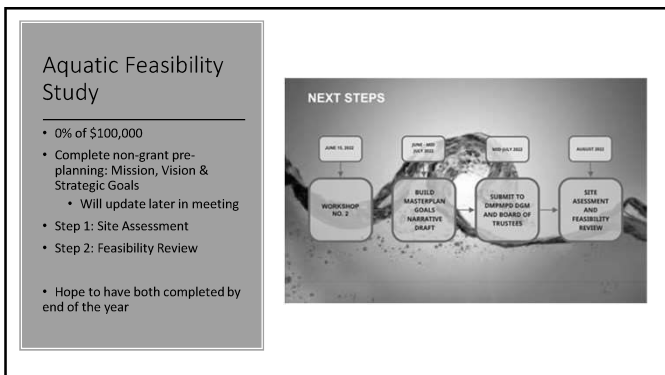
---

---

---

---

---



## Aquatic Feasibility Study

- 0% of \$100,000
- Complete non-grant pre-planning: Mission, Vision & Strategic Goals
  - Will update later in meeting
- Step 1: Site Assessment
- Step 2: Feasibility Review
- Hope to have both completed by end of the year

**NEXT STEPS**

```

graph LR
    A[WORKSHOP NO. 2  
JUNE 15, 2022] --> B[BUILD MASTERPLAN, GOALS, NARRATIVE DRAFT  
JUNE 15 - JUNE 22, 2022]
    B --> C[SUBMIT TO CHAIRMAN AND BOARD OF TROUSTEEES  
MID JULY 2022]
    C --> D[SITE ASSESSMENT AND FEASIBILITY REVIEW  
AUGUST 2022]
  
```

6

---

---

---

---

---

---

---

---



7

---

---

---

---

---

---

---

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM

Meeting Date: 07/19/22

Under: Old Business

Attachment: None

Subject: Retreat Information

#### 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.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational Only.

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: 07/19/22

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 47<sup>th</sup> year of operations.

**Fiscal Impact:** Estimated \$100k covered by grants with additional \$40k mostly 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  
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:

- Comprehensive Assessment and Feasibility Study (Task Order #3 – Stemper Architects)
- 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/>

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

\*\*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	
<b>1</b>	<b>Part 1 - Comprehensive Site Assessment Tasks</b>					
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
<b>Subtotal - hours:</b>		58	37	0	0	95
<b>Subtotal - cost:</b>		\$11,890	\$5,735	\$0	\$0	<b>\$17,625</b>

		PIC	Proj. Mgr	Arch Stf	Admin	
<b>2</b>	<b>Part 2 - Feasibility Study Tasks</b>					
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
<b>Subtotal - hours:</b>		22	63	20	0	105
<b>Subtotal - cost:</b>		\$4,510	\$12,600	\$3,100	\$0	<b>\$20,210</b>

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

**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
<b>Sub-total</b>			<b>\$27,050</b>

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 28<sup>th</sup>, 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
<b>Phase A - REPORT</b>	<b>24</b>	<b>16</b>	<b>0</b>	<b>9</b>	<b>3</b>	<b>52</b>		<b>\$8,820</b>	<b>\$8,820</b>
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		
<b>Phase B - ANALYSIS of BUILDING &amp; SITE POTENTIAL</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>27</b>		<b>\$4,570</b>	<b>\$13,390</b>
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		
<b>Phase C - ADDITIONAL UNANTICIPATED SERVCIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$0</b>	<b>\$13,390</b>
Not included						0	\$0.00		
Subtotal lump sum - Professional Fee	38	22	0	13	6	79	<b>\$13,390</b>	<b>\$13,390</b>	

#### Reimbursable Expenses - ODC

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

**\$80**

<b>TOTAL FEE - Package 2 through 30%</b>	<b>\$13,470</b>
--	-----------------

#### 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](mailto: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 19<sup>th</sup> 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 19<sup>th</sup> 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>
<b>SUB-TOTAL – TASK 02 .....</b>	<b>\$4,995.00</b>

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 19<sup>th</sup> 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**

	<b>HRS</b>	<b>RATE</b>	<b>SUM</b>
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
<b>SUM Total</b>	<b>96</b>		<b>\$15,840.00</b>

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)**

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a      **Assigned to:** District GM

**Meeting Date:** 07/19/22

**Under:** New Business

**Attachment:** Yes

**Subject:** Budget Calendar/Retreat

**Background/Summary:**

This AIS is to discuss the upcoming planning and scheduling for a budget calendar and 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.

The District GM is suggesting that the budget retreat be pushed back into early September. This will allow staff to concentrate on programming and get more data for next year's operations.

More information will be discussed in the meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Informational only.

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:**

- Attached Budget Calendar Presentation



1

---

---

---

---

---

---

---

---

### Items to be Resolved Before Budget

- Positions & Salary Discussion – Changing landscape
- Programming Prioritization – balance free/quality + growth/training
- Internal Process Improvements – discuss ways to best utilize space/time
- HSD Lease – schedule effects almost half of the year
- Feasibility Study/Site Assessment (2023) – effects money allocated for future planning/programming
- Capital Improvement Plan – What can be delayed and for how long?
- Office Relocation – Reduce some costs.

*Moving things back will allow things to unfold.*

2

---

---

---

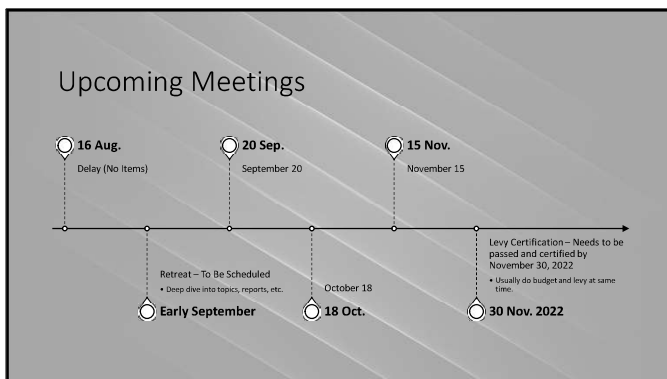
---

---

---

---

---



3

---

---

---

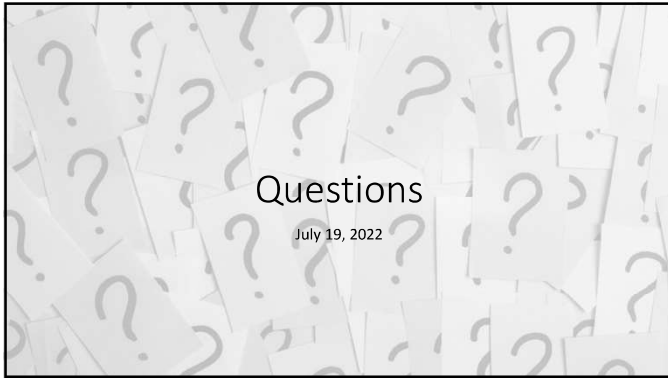
---

---

---

---

---



4

---

---

---

---

---

---

---



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: District GM

Meeting Date: 07/19/22

Under: New Business

Attachment: No

**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.

More information will be shared at the meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Unless a quote is obtained between the date the board agenda is sent out (Thursday, July 14) and the meeting (Tuesday, July 19).

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:**

- No attachments