

AGENDA

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

February 25th, 2020

3:00 p.m.

COMMISSIONERS

ANNA MANILDI, BILL PEACH, RANDY JOHNSON, LATRISHA SUGGS, CHARLIE MCCAUGHAN

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

APPOINTMENT OF OFFICERS

APPOINTMENT OF BOARD MEMBERS LATRISHA SUGGS & CHARLIE MCCAUGHAN

CONSENT AGENDA

- Minutes of December 17th, 2019
- Ratification of the October 1-31st bill payments in the amount of \$856,604.54
- Ratification of the November 1-30th bill payments in the amount of \$1,521,247.04
- Ratification of the December 1-31st bill payments in the amount of \$291,303.37
- Ratification of the January 1-31st bill payments in the amount of \$2,606,766.14

PUBLIC COMMENT – Agenda Items Only

ACTION ITEMS

- 1a IFC for Change Order Ratification for GC/CM Contract (Neeley)
- 1b IFC for Change Order Ratification for Horizon Center Relocation Contracts
- 1c IFC for Project Status for Expansion and Renovation Project
- 1d IFC for Shore Aquatic Center Facility Rates and Hours

PUBLIC HEARING

ITEMS FOR DISCUSSION

- 2a Executive Director Report
- 2b Financial Report
- 2c Staff Report
- 2d Advisory Committee Report

PUBLIC COMMENT

NEXT MEETING DATE

The next WSMPD meeting will be held on March 24th, 2020 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

Item for Consideration by the Board of Commissioners

Agenda Item: ___ 1a___

Date: 2-25-2020

From: Steven Burke, Executive Director

Subject: Change Order Ratification for GC/CM Contract (Neeley)

1. **Summary:** With significant projects, change orders are anticipated and budgeted for. During our estimating process we removed some features to reduce the budget with the anticipation of the possibility of adding some features back in with the use of contingency funds. We budgeted \$1,061,000.00 in contingency funds for the project (Risk Contingency and Construction Contingency combined).
2. **RCW/Policy Requirements:** The change orders are being ratified rather than approved since the contingency funds were approved as part of the project budget.
3. **Background/Analysis:** Currently we are at 60% completion of the project and are past the bulk of renovation and dirt work, which has the greatest extent of needing contingency funds. Below is the chart of change orders which have arisen to date.

Contingency/Change Order Tracking							
CHANGE ORDER TRACKING							
PCO#	PCCO#				Risk Contingency Funds**	Construction Contingency Funds*	Total Contingency
		Opening Balance			\$341,000.00	\$720,000.00	\$1,061,000.00
		ITEMS	Reason	STATUS			PCCO Subtotal
13	3	Generator Transfer Switch Add	VE Add Back	Approved		\$13,954.50	
15	3	Upgrade Pool Panel	Code Requirement	Approved		\$1,391.62	\$15,346.12
12	4	Excavate and Back Fill Surge and Pump Pit	Bidding Error	Approved	\$43,000.00		
14	4	Revised Electrical Service from Transformer	Code Requirement	Approved		\$2,869.36	\$45,869.36
6	5	Revised Roofing Substrate	Work not Required	Approved		(\$4,930.00)	
21	5	Trash Chutes	Design Add	Approved		\$313.29	
23	5	Outlet Chenges	Design Add	Approved		\$1,892.42	
26	5	Demo of AHU-1 Slab	Not Called out in Plans	Approved		\$2,127.16	
29	5	Waterline changes	Unforeseen Condition	Approved		\$8,978.74	
31	5	Smart Lam Washer Add	Unforeseen Condition	Approved		\$1,882.04	
33	5	Grab Rail	Code Requirement	Approved		\$2,205.09	
34	5	Bike Racks	Design Add	Approved		\$1,802.23	
36	5	colored Concrete Removal	Design Removal	Approved		(\$10,000.00)	\$4,270.97
18	6	AHU-2 Upgrade	VE Add Back	Approved		\$116,674.44	
20	6	Womens Locker Room Makup counter	Design Add	Approved		\$2,661.35	
44	6	Irrigation Sleeves	Part of Landscape Budget	Approved		\$3,422.57	\$122,758.36
27	7	Storm Changes	Unforeseen Condition	Approved		(\$6,210.39)	
28	7	Sewer Changes	Unforeseen Condition	Approved		\$15,522.23	
50	7	Equipment Move Delay	Unforeseen Condition	Approved		\$1,269.69	
61	7	Beam Retrofit	Design Removal	Approved		(\$197,418.00)	
62	7	Pool Plaster (Alt04/05)	VE Add Back	Approved		\$120,722.72	
63	7	Bleacher Seating	VE Add Back	Approved		\$84,782.45	
64	7	Unidentified Utilities at Water Line	Unforeseen Condition	Approved		\$358.52	
65	7	Existing Roof Drains and Stormwater	Missing in Plans	Approved		\$1,181.30	
67	7	Additional Erosion Control	Unforeseen Condition	Approved		\$5,293.94	
68	7	Regrade Curb and plug storm	Owner Survey Error	Approved		\$631.72	
69	7	Remove and Reset Manhole due to Survey Bust	Owner Survey Error	Approved		\$2,581.62	
70	7	Sewer Drop Connetion Demo and Rebuild	Unforeseen Condition	Approved		\$12,223.61	
73	7	Upgrade Gravel Barrow to Crushed Rock Back Fill	Unforeseen Condition	Approved		\$1,487.83	
76	7	Roof Drainage Connection at East Foundation	Missing in Plans	Approved		\$3,534.99	\$45,962.23
				Subtotal	\$43,000.00	\$191,207.04	\$234,207.04
				Sales Tax (8.7%)	\$0.00	\$16,635.01	
				TOTAL	\$43,000.00	\$207,842.05	
						Grand Total	\$250,842.05
						Contingency Balance	\$810,157.95

Over 50% of the changes were VE items added back in or Design Adds at our request. The other 50% is mostly changes required for utilities that were not anticipated.

- 4. Financial Impact:** These change orders will use \$250,842.05 of our \$1,061,000.00 contingency funds allocated and budgeted for the project. I anticipate approximately \$250,000 more in future change orders mostly related to VE items to be added back in. If that holds accurate, we are on target to only use about 60% of our contingency budget.
- 5. Environmental Impact:** None
- 6. Recommended Action:** Motion to ratify the Change Orders listed.

Item for Consideration by the Board of Commissioners

Agenda Item: ___1b___

Date: 2-25-2020

From: Steven Burke, Executive Director

Subject: Change Order Ratification for Horizon Center Relocation Contracts

7. **Summary:** The project to relocate the Horizon Center House was contracted with two contractors: Aldergrove Construction and DB Davis House Movers. The Horizon Center relocation is part of the overall project budget but contracted separately and costs are itemized to track expenses and change orders. Change orders on the Horizon Center project totaled \$44,115.81.
8. **RCW/Policy Requirements:** The change orders are being ratified rather than approved since the contingency funds were approved as part of the project budget.
9. **Background/Analysis:** Currently we are at 100% completion of the Horizon Center project. The detailed list of change orders on each of the two contacts for the project are as follows:
 - a. **DB Davis House Moving Contract:** An additional **\$6,400** in rental fees occurred since the house was moved to the new location and then had to wait two months to clear permitting and fire easement approval. The rental is for the iron girder beams that had to be left under the house until the footings and stem walls were poured.
 - b. **Aldergrove Construction:** An additional **\$37,715.81** in change orders occurred due to unforeseen conditions of the building, to include:
 - i. Rotting wood siding below grade,
 - ii. Plumbing rusted and plugged,
 - iii. Sewer lines had to be redone,
 - iv. Electrical had to be updated to meet new code,
 - v. Extra parking space had to be added,
 - vi. Dryer venting had to be replaced,
 - vii. Drywall repairs to interior walls as a result of move.

Total Project Change Orders: \$44,115.81

10. **Financial Impact:** These change orders will use **\$44,115.81** of our **\$1,061,000.00** contingency funds allocated and budgeted for the project. Balance of contingency funds after these change orders is **\$762,204.00**. Since the project is completed there are no more anticipated costs relating to the project.
11. **Environmental Impact:** None
12. **Recommended Action:** Motion to ratify the Change Orders listed.

Item for Discussion by the Board of Commissioners

Agenda Item: __1c__

Date: 2-25-19

From: Steven Burke, Executive Director

Subject: Expansion and Renovation Project Status Report: February 2020

13. Summary: The District's Expansion and Renovation Project has completed 25 weeks of construction that is scheduled to conclude approximately June/July 2020.

14. RCW/Policy Requirements: None

15. Background/Analysis: The following are the milestones since our last board meeting:

- a. The Horizon Center relocation has been completed and Peninsula Behavioral Health is occupying the facility. In accordance with the agreement, PBH will provide us with an acceptance letter and then the property will transfer to PBH by fee simple escrow.
- b. West parking lot is paved
- c. All steel and CLT is installed
- d. Pools have been plumbed and poured. Pool tile is starting
- e. All exterior and interior wall framing is completed on both East and West sides
- f. All mechanical wall and ceiling rough-in is almost completed on West side
- g. East side mechanical rough-in is started.
- h. Fire sprinklers are being installed on West side.

16. Financial Impact: Construction costs through Jan 2020 are **\$8,742,491**. Attached are the following reports:

- a. Cash Flow report for Feb 2020 thru Aug 2020
- b. Project Budget
- c. Change Order Tracking Report: See Change Order IFC's

17. Environmental Impact: No Environmental issues have occurred to date

18. Recommended Action: No action required, update only

ACCOUNTING CATEGORIES	BUDGET		
	Budget	Change	Adjusted Budget
Project Funding			
Cash Reserves	\$0	\$0	\$0
2018 LTGO Bonds Public Issue	\$9,998,941	\$0	\$9,998,941
2020 LTGO Revenue	\$6,800,000	\$0	\$6,800,000
2018 Legislative Appropriation	\$1,455,000	\$0	\$1,455,000
2019 Legislative Appropriation	\$823,200	\$0	\$823,200
2020 Legislative Appropriation (\$800,000 Promised)	\$0	\$0	\$450,000
LTGO Bond Available Debt Capacity	\$0	\$0	\$0
Land and Water Conservation Fund (LWCF) (RCO) (\$500,000)	\$500,000	\$0	\$500,000
Community Development Block Grants (CDBG) (\$750,000)	\$750,000	\$0	\$750,000
Opportunity Fund	\$50,000	\$0	\$50,000
Bond Interest	\$135,000	\$92,328	\$227,328
4 Seasons Ranch Sale	\$50,000	\$0	\$50,000
Total Funding Available	\$20,562,141	\$92,328	\$21,104,469
Construction Costs			
Building and Sitework	\$13,839,683	\$0	\$13,839,683
Change Orders	\$0	\$191,207	\$191,207
Risk Change Orders	\$0	\$45,215	\$45,215
Total Construction Cost	\$13,839,683	\$236,422	\$14,076,105
Risk and NSS Costs			
Construction Risk Contingency (2.5%)	\$341,212	-\$45,215	\$295,997
Negotiated Support Services	\$460,363	-\$65,000	\$395,363
Total Risk and NSS Costs	\$801,575	-\$110,215	\$691,360
GC/CM MACC	\$14,641,258	\$126,207	\$14,767,465
GC/CM Cost			
GC/CM Fixed Fee Amount (5.15%)	\$744,178	-\$2,215	\$741,963.50
Specified General Conditions	\$242,163	\$0	\$242,163
Design Contingency			\$114,439
GC/CM Costs	\$986,341	-\$2,215	\$984,127
Total GC/CM Contract Amount	\$15,627,599	\$123,993	\$15,751,592
Sales Tax			
Washington State Sales Tax (WSST)	\$1,359,601	\$1	\$1,359,602
Preconstruction Services Contract	\$200,000	\$0	\$200,000
TOTAL CONSTRUCTION COST	\$16,987,200	\$123,994	\$17,111,194
Design and Engineering Costs			
Architectural Design (10.37% of MACC)	\$1,048,949	\$0	\$1,048,949
Civil Design	\$9,350	\$0	\$9,350
Aquatics Design	\$130,680	\$0	\$130,680
Cost Estimating	\$11,935	\$0	\$11,935
A&E Additional Services Fees	\$19,070	\$0	\$19,070
A&E Estimated Expenses	\$6,899	\$0	\$6,899
Total Design and Engineering	\$1,226,883	\$0	\$1,226,883
Project Management Costs			
Project Management	\$81,530	\$0	\$81,530
GC/CM Consultation	\$87,255	\$0	\$87,255
Attorney Costs	\$3,850	\$0	\$3,850
Total Project Management	\$172,635	\$0	\$172,635
Contingencies			
Construction Contingency (5%)	\$720,000	-\$191,207	\$528,793
Soft Costs			
Connection Fees	\$0	\$0	\$0
Commissioning	\$37,723	\$0	\$37,723
Testing	\$10,000	\$10,000	\$20,000
Permits	\$152,626	\$0	\$152,626
Site Surveying	\$32,800	\$0	\$32,800
Environmental Assessment / Geotech	\$12,400	\$0	\$12,400
Misc. Costs	\$2,600	\$0	\$2,600
Transformer Relocation	\$27,004	\$0	\$27,004
Asbestos Removal	\$3,128	\$0	\$3,128
Furniture	\$20,000	\$0	\$20,000
Benches	\$2,500	\$0	\$2,500
Landscaping	\$80,000	\$0	\$80,000
Archeology Monitoring	\$18,267	\$0	\$18,267
Total Soft Costs	\$399,048	\$10,000	\$409,048
Horizon Center Move Costs (outside GC/CM project)			
Land Purchases	\$85,508	\$0	\$85,508
Environmental Assessment	\$2,500	\$0	\$2,500
Site Survey	\$2,000	\$0	\$2,000
Design and Engineering	\$14,000	\$0	\$14,000
Permitting	\$1,707	\$704	\$2,411
Easement	\$16,921	\$0	\$16,921
Construction Contracts	\$270,012	\$37,716	\$307,728
House Move	\$67,000	\$6,400	\$73,400
Attorney Costs	\$8,423	\$0	\$8,423
Misc. Costs	\$1,000	\$0	\$1,000
Sales Tax	\$29,320	\$3,838	\$33,158
Total Horizon Center Move Costs	\$498,391	\$48,658	\$547,049
Project Financing Costs			
Bond Council Fees	\$37,962	\$0	\$37,962
Bond Underwriting Fees	\$67,171	\$0	\$67,171
Bond Rating Fee	\$15,500	\$0	\$15,500
Total Project Financing Costs	\$120,633	\$0	\$120,633
Project Total	\$20,124,790	-\$100,883	\$20,116,235
Net(short)	\$437,351		\$988,234

Project Cash Flow

OPENING BALANCE	\$0	\$9,417,196	\$11,632,896	\$10,408,530	\$10,009,072	\$8,683,705	\$7,358,338	\$6,032,971	\$4,707,604	\$3,414,073
Description	2018 (Actual)	2019 (Actual)	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
Project Funding										
2018 LTGO Bond	\$9,998,941									
Sale of Property										
Opportunity Fund Grant	\$50,000									
2020 Park Revenue Bond		\$6,800,000								
2018 Legislative Appropriation (Reimbursement) (\$1,455,000)		\$1,455,000								
2019 Legislative Appropriation (Reimbursement) (\$823,200)				\$823,200						
2020 Legislative Appropriation (Reimbursement) (800,000)										
LWCF Grant (RCO)(3.70%% Reimbursement) (\$500,000)				\$71,428	\$71,428	\$71,428	\$71,428	\$71,428	\$71,428	\$71,428
CDBG Grant (5.56% Reimbursement) (750,000)				\$195,179	\$92,470	\$92,470	\$92,470	\$92,470	\$92,470	\$92,470
Bond Interest	\$82,793	\$144,565.00								
Total New Cash	\$10,131,734	\$8,399,565	\$0	\$1,089,807	\$163,898	\$163,898	\$163,898	\$163,898	\$163,898	\$163,898
Total Cash	\$10,131,734	\$17,816,761	\$11,632,896	\$11,498,337	\$10,172,970	\$8,847,603	\$7,522,236	\$6,196,869	\$4,871,502	\$3,577,971
Project Expenditures										
Construction		\$4,778,643	\$1,182,373	\$1,447,272	\$1,447,272	\$1,447,272	\$1,447,272	\$1,447,272	\$1,447,273	\$1,447,274
Architects/Engineers	\$386,147	\$644,046	\$28,700	\$28,700	\$28,700	\$28,700	\$28,700	\$28,700	\$28,700	
Project Management	\$83,815	\$30,360	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$5,862	\$5,863
Consultants (Testing and comissioning)		\$23,681	\$4,293	\$4,293	\$4,293	\$4,293	\$4,293	\$4,293	\$4,294	\$4,295
Permits		\$179,391								
Land	\$85,508									
Pre Construction/Horizon Center	\$34,924	\$527,744								
Project Financing Costs	\$124,144									
Total Expenditures	\$714,538	\$6,183,865	\$1,224,366	\$1,489,265	\$1,489,265	\$1,489,265	\$1,489,265	\$1,489,265	\$1,457,429	\$1,457,432
ENDING BALANCE	\$9,417,196.00	\$11,632,896.00	\$10,408,530	\$10,009,072	\$8,683,705	\$7,358,338	\$6,032,971	\$4,707,604	\$3,414,073	\$2,120,539

Item for Consideration by the Board of Commissioners

Agenda Item: ___1d__

Date: 2-25-2020

From: Jessica Compton, Aquatics Manager

Subject: Pricing Change for New Facility

19. Summary: The District has not raised pricing since 2013. With new and improved programs and activities, a pricing adjustment is needed in order to be competitive with similar aquatic centers.

20. RCW/Policy Requirements: By policy, the Board of Commissioners is required to approve all permanent pricing for use of facility.

21. Background/Analysis: Attached is the rate survey we did with similar aquatic centers in similar size towns. Also attached is the recommended rate schedule developed by the staff and the Advisory Committee based upon the rate survey results. Overall, the price increase is approximately 8% over our 2013 rates. It is also recommended to start an annual increase to match at least the CPI increase or decrease for our area.

22. Financial Impact: If adopted, the pricing will increase revenue by 8% over the 2020 budget estimate, which would be approximately \$72,000 in additional revenue.

23. Environmental Impact: None

24. Recommended Action: Motion to approve the recommended pricing schedule and adjust the pricing each January based upon the published CPI for the Port Angeles area.

Membership Options

Similar Facilities/Demographics

SR/D/S/Vet	Astoria, OR			Sequim			Anacortes			City of Fife			Snohomish			Lincoln City, OR		
	12 Visit	An Mth	Annual	Month	Month	Annual	Month	Annual	3-Month	Annual	10 visit	Annual	15 visit	Annual	Annual	Annual		
2019	\$37.50	\$18.50	\$200.00															
8%	\$40.50	\$20.00	\$216.00	\$50.00	\$52.00	\$624.00	\$53.00	\$583.00	\$80.00	\$250.00	\$40.50	\$288.00	\$45.50	\$255.25				
Youth	12 Visit	An Mth	Annual															
2019	\$35.00	\$18.25	\$190.00															
8%	\$38.00	\$19.75	\$205.00	\$50.00	N/A	\$72.00	\$55.00	\$605.00	\$80.00	\$250.00	\$45.00	\$360.00	\$36.25	\$219.75				
Adult	12 Visit	An Mth	Annual															
2019	\$55.00	\$31.50	\$325.00	\$60.00	\$52.00	\$624.00	\$55.00	\$605.00	\$80.00	\$300.00	\$54.00	\$432.00	\$144.25	\$319.50				
8%	\$59.50	\$34.00	\$351.00															
Family	12 Visit	An Mth	Annual															
2019	\$110.00	\$42.50	\$450.00	\$80.00	\$75.00	\$900.00	\$85.00	\$935.00	\$80.00	\$500.00	N/A	\$640.00	\$203.75	\$693.50				
8%	\$119.00	\$46.00	\$486.00															

General Admission	Youth	Vet/Dis/Sen	Adult	Exercise	Family
2019	\$3.25	\$2.75	\$5.25	\$6.50	\$10.50
*New SAC	\$3.75	\$3.25	\$6.00	\$6.00	\$12.00
Anacortes	\$7.00	\$7.00	\$7.00	N/A	\$15.00
YMCA	\$2.00	\$10.00	\$10.00	N/A	N/A
Snohomish	\$5.00	\$4.50	\$6.00	N/A	\$20.00
Astoria	\$5.50	\$5.50	\$6.00	N/A	\$18.00
City of Fife	\$4.00	\$4.00	\$4.50	N/A	\$12.50
Lincoln City	\$3.00	\$4.00	\$5.00	N/A	N/A

There will no longer be a shower/sauna rate
 There will no longer be a 'Out of District' rate
 Membership Classes can be taken by anyone regardless if they buy a punch pass, day pass, monthly or annual pass