



BOARD MEETING AGENDA

Tuesday, February 10, 2026
Derby Recreation Center
6:00pm

A. Consent Agenda *(Action Required)*

1. *Regular Meeting Minutes January 2026*
2. *Checks and Vouchers January 2026*
3. *USD 260 Treasurer Report*
4. *Swim Club Agreement*
5. *OID Maintenance Agreement*
6. *2025 Grant Report*

PUBLIC FORUM

B. Superintendent Report *(Receive & File)*

C. Staff Highlights *(Receive & File)*

PROGRAM HIGHLIGHT

OLD BUSINESS

NEW BUSINESS

D. AED's in Derby Park System *(Action Required)* *Chris Drum, Superintendent of Recreation*

E. Credit Card Fee Review *(Action Required)* *Derek Smith, Director of Administration*

F. Winter Marketing Campaign Results *(Receive & File)* *Dara Miranda, Director of Marketing*

G. Indoor Pool Deck Specification Recommendation *(Action Required)* *Darcie Parkhurst, Director of Facilities*

H. Executive Session *Consultation with an attorney which would be deemed privileged in an attorney client relationship to protect attorney client privilege and the public interest*

ADD ONS

DRC Annual Report Presentation (USD 260) *tentative*
Monday, March 23, 2026
6:30pm, USD 260 Admin Building

DRC Annual Report Presentation (City of Derby) *tentative*
Tuesday, March 24, 2026
6:30pm, City Hall

**BOARD MEETING MINUTES****January 13, 2026**

A regular meeting of the Derby Recreation Commission was held at the Derby Recreation Center, 801 E. Market Street, Tuesday, January 13, 2026.

Chairman Eric Tauer called the meeting to order. Present were Board members Ken Boote, David Sowden, Brent Renberger, and Rick Ruff. Also present were Chris Drum, Superintendent of Recreation, Darcie Parkhurst, Director of Facilities, Derek Smith, Director of Administration, Misti Gladman-Freerks, Assistant Director of Administration, Dara Miranda, Director of Marketing, Alex Dinicola, Director of IT, Vanessa Rugg, Director of Programs, DeeAnna Claytor, Assistant Director of Programs, Darren Hornback, Sports Director, Curtis Baxter, Sports Coordinator, Brian Hultgren, Sports Coordinator, Susie Wilkes, Fitness Director, Aimee Ediger, Fitness Coordinator, Ashlynn Godown-Schenker, Program Supervisor, Donita Grinde-Houtman, Aquatic Director, Caryn Hendry, Administrative Assistant. Guests included Patricia Jeffries and her family and friends, Trina Bauer, Eric Meyer, George Bowerman & Noel, PA, and Cody Friesen, Derby Informer.

Eric Tauer moved to strike Item K. Executive Session from the Agenda, Rick Ruff seconded, motion carried 5-0.

Brent Renberger moved to approve the consent agenda, David Sowden seconded, motion carried 5-0.

Trina Bauer presented Patricia Jeffries with the 8th Annual 2026 Trina Bauer Inspirational Wellness Award.

Eric Tauer announced a 5 minute recess.

The Superintendent Report was reviewed. Chris Drum discussed the commendable membership retention figures for the past two years; announced that, in accordance with the Rock River Management Agreement with the City of Derby, the balance of the Rock River Rapids fund was disbursed to the City of Derby in December, and mentioned that the board-approved 3% general wage adjustment will be implemented this month.

The Staff Highlights were reviewed. Darcie Parkhurst discussed the ductwork painting project underway in the DRC gymnasium along with the expected timeline for completion and discussed social media posts highlighting the new Fitness Nooks around the track. Vanessa Rugg highlighted the Noon Year's Eve special event and Camp DRC program registration numbers. Derek Smith discussed preparation of the 1099 and W2 forms for the first time in the Paycore software and staff will now have the option to receive them electronically and discussed that staff is evaluating credit card transaction rates.

Ashlynn Godown-Schenker highlighted the holiday special events, Christmas in the Park/ Breakfast with Santa, Zoom with Santa, Santa Paws and Santa's Workshop.

Darren Hornback outlined the 2025 youth softball tournament season, featuring Decarsky Park and High Park and highlighted key programs in youth leagues and adult sports initiatives.

Eric Meyer presented the 2024-2025 DRC Audit. Ken Boote moved to approve the 2024-2025 audit as presented, David Sowden seconded, motion carried 5-0.

Brent Renberger moved to approve the 2025-2026 Audit Engagement with George, Bowerman & Noel as presented, Rick Ruff seconded, motion carried 5-0.

Donita Grinde-Houtman highlighted the 2025 accomplishments of the Risk Management Committee as well as the focus for 2026.

DeeAnna Claytor presented the 2025 Annual Volunteer Report to the board.

David Sowden moved to adjourn, Ken Boote seconded, motion carried 5-0.

DERBY RECREATION COMMISSION
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
PETTY CASH / CASH BAGS	3,291.25
CASH IN BANK	20,471.92
CASH IN BANK - INVESTMENTS	590,398.04
CD'S	1,600,000.00
CARSON BANK	8,803.48
FSA	2,702.55
Total Checking/Savings	2,225,667.24
Accounts Receivable	
ACCOUNTS RECEIVABLE	1,000.00
Total Accounts Receivable	1,000.00
Other Current Assets	
ACCOUNTS RECEIVABLE - XPLOR	-19,159.03
RENTAL HOLDING ACCOUNT	-3,421.00
Total Other Current Assets	-22,580.03
Total Current Assets	2,204,087.21
Fixed Assets	
CAPITAL ASSETS	
BUILDINGS & IMPROVEMENTS	5,134,892.00
MACHINERY & EQUIPMENT	3,067,621.00
VEHICLES	375,139.00
RIGHT-OF-USE LEASED BUILDINGS	6,971,970.00
ACCUMULATED DEPRECIATION	-7,368,568.67
Total CAPITAL ASSETS	8,181,053.33
Total Fixed Assets	8,181,053.33
TOTAL ASSETS	10,385,140.54

DERBY RECREATION COMMISSION
Balance Sheet
As of December 31, 2025

	Dec 31, 25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE	38,248.93
Total Accounts Payable	38,248.93
Other Current Liabilities	
FSA AP	-39,271.42
DRC CLEARING ACCOUNT	5,832.80
RRR CLEARING ACCOUNT	20,610.64
CITY PARK RENTALS - REIMB	6,065.00
Total Other Current Liabilities	-6,762.98
Total Current Liabilities	31,485.95
Long Term Liabilities	
INVESTMENT IN CAPITAL ASSETS	8,181,053.33
Total Long Term Liabilities	8,181,053.33
Total Liabilities	8,212,539.28
Equity	
EMPLOYEE BENEFITS	68,681.95
UNRESTRICTED NET ASSETS (Other Income)	4,314,463.59
Net Income	-2,210,544.28
Total Equity	2,172,601.26
TOTAL LIABILITIES & EQUITY	10,385,140.54

DERBY RECREATION COMMISSION
STATEMENT OF RECEIPTS & EXPENDITURES
FOR THE ONE MONTH AND SIX MONTHS ENDED DECEMBER 31, 2025 & 2024

	ACTUAL CURRENT MO.	PRIOR YR. CURRENT MO.	VARIANCE	ACTUAL YTD	PRIOR YTD	VARIANCE
STATEMENT OF RECEIPTS						
MILL LEVY	\$ 51,237.11	\$ 49,368.95	\$ 1,868.16	\$ 236,010.78	\$ 245,161.63	\$ (9,150.85)
GENERAL OPERATING	19,673.47	25,024.68	(5,351.21)	65,540.95	87,918.17	(22,377.22)
RECREATION CENTER	66,481.42	62,805.31	3,676.11	536,803.34	537,948.88	(1,145.54)
OAKLAWN ACTIVITY CENTER	844.00	510.00	334.00	5,654.00	3,723.00	1,931.00
HUBBARD ARTS CENTER	3,269.93	780.00	2,489.93	10,274.93	3,266.25	7,008.68
ROCK RIVER RAPIDS	-	-	-	334,779.00	693,517.00	(358,738.00)
OUTDOOR MAINTENANCE	-	75.00	(75.00)	15,050.00	12,700.00	2,350.00
ADULT PROGRAMS	18,107.54	14,680.73	3,426.81	86,034.63	76,466.14	9,568.49
YOUTH PROGRAMS	15,984.00	16,186.50	(202.50)	130,516.73	129,963.44	553.29
EMPLOYEE BENEFIT FUND	17,794.07	17,145.33	648.74	82,619.20	85,114.24	(2,495.04)
UNENCUMBERED FUNDS	-	-	-	-	-	-
	\$ 193,391.54	\$ 186,576.50	\$ 6,815.04	\$ 1,503,283.56	\$ 1,875,778.75	\$ (372,495.19)

DERBY RECREATION COMMISSION
STATEMENT OF RECEIPTS & EXPENDITURES
FOR THE ONE MONTH AND SIX MONTHS ENDED DECEMBER 31, 2025 & 2024

	ACTUAL CURRENT MO.	PRIOR YR. CURRENT MO.	VARIANCE	ACTUAL YTD	PRIOR YTD	VARIANCE
STATEMENT OF EXPENDITURES						
MILL LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GENERAL OPERATING	109,041.65	103,347.65	5,694.00	823,047.21	826,091.55	(3,044.34)
RECREATION CENTER	134,202.65	111,372.16	22,830.49	933,744.63	885,258.55	48,486.08
OAKLAWN ACTIVITY CENTER	21,305.34	12,565.01	8,740.33	99,264.75	106,165.36	(6,900.61)
HUBBARD ARTS CENTER	9,728.90	17,560.69	(7,831.79)	259,680.81	230,564.89	29,115.92
ROCK RIVER RAPIDS	(11,741.06)	304,505.19	(316,246.25)	350,128.95	708,866.95	(358,738.00)
OUTDOOR MAINTENANCE	6,384.02	7,904.32	(1,520.30)	79,956.70	71,663.51	8,293.19
ADULT PROGRAMS	54,974.38	39,328.37	15,646.01	296,150.54	234,116.54	62,034.00
YOUTH PROGRAMS	28,478.90	32,507.48	(4,028.58)	287,747.43	275,931.88	11,815.55
EMPLOYEE BENEFIT FUND	91,065.69	85,056.81	6,008.88	584,106.82	569,907.78	14,199.04
UNENCUMBERED FUNDS	-	-	-	-	-	-
	443,440.47	714,147.68	(270,707.21)	3,713,827.84	3,908,567.01	(194,739.17)
Net Revenue / (Loss)	\$ (250,048.93)	\$ (527,571.18)	\$ 277,522.25	\$ (2,210,544.28)	\$ (2,032,788.26)	\$ (177,756.02)



801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 5, 2026

RE: CONSENT AGENDA - 2026 SWIM CLUB AGREEMENT

This agreement has been adjusted to reflect changed dates from 2025.

The agreement is structurally unchanged with the exception of hourly lifeguard and staff rates charged to the club. All costs are calculated to fully compensate Rock River Rapids for its staff used during meets and practices.

Attached
Derby Swim Club Agreement



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.

**DERBY SWIM CLUB
POOL AGREEMENT 2026**

BY AND BETWEEN

The DERBY RECREATION COMMISSION hereinafter referred to as the “DRC” and the DERBY SWIM CLUB, hereinafter referred to as the “DSC.”

IT IS UNDERSTOOD that to have an effective competitive swimming program for all the residents of Derby, the cooperation of all agencies involved is important.

The intent of this agreement is to establish basic guidelines of responsibilities as they relate to the use of Rock River Rapids Lap Pool. This instrument is not intended to be legally binding and shall be subject to periodic review and modification.

It is in this “Spirit of Cooperation” that the parties acknowledge the following agreements:

DRC AGREES TO:

1. Allow the DSC to share in the use of Rock River Rapids Lap Pool for practices Monday through Friday for the period May 26, 2026 – June 30, 2026. DSC will pay \$15 per hour for 1 lifeguard during their pool use. The pool use will be:
 - Monday, Tuesday, Wednesday, Thursday, Friday 7am – 9am 8 lanes
 - Monday, Tuesday, Wednesday, Thursday, Friday 9am – 10am 4 lanes
 - Monday, Wednesday, Thursday 7pm-8:30pm 3 lanes
2. Allow the DSC to share in the use of Rock River Rapids Lap Pool for practices Monday through Friday for the period July 1, 2026 – Champs Meet. DSC will pay \$15 per hour for 1 lifeguard during their pool use. The pool use will be:
 - Monday, Tuesday, Wednesday, Thursday, Friday 7am – 9am 8 lanes
 - Monday, Tuesday, Wednesday, Thursday, Friday 9am – 10am 4 lanes
3. Allow the DSC the use of Rock River Rapids Lap Pool for up to 4 swim meets from 5:00pm to 11:00pm (as long as the City of Derby allows use until this hour); understanding that weather may cause rescheduling of meets to another evening if this cannot be accommodated. Additional meets may be scheduled at the discretion of the DRC. DSC will pay \$15 per lifeguard per hour for 3 lifeguards, \$18 per manager per hour for 1 manager and \$14 per guest services per hour for 1 guest service for swim meets.
 - Meets are scheduled for the following dates:
 - June 9
 - June 23
 - June 30
4. Allow the DSC the use of Rock River Rapids Lap Pool for a weekend swim meet. The DSC will be charged \$125 per hour Friday, June 5 during swim meet set up after Rock River Rapids Closes at 7:00 pm, Saturday, June 6 (7:30am – 7pm) and Sunday, June 7 (7:30am – 7pm). Additionally, the DSC will be charged \$125 per hour for all times prior to 7:30am and/or past 7pm that the DRC is providing staff services. Invoice will be provided via email for payment remittance.

DSC AGREES TO:

1. Conduct its practices in a manner that does not interfere with swimming lessons or the general public's use (as determined by the DRC).
2. Have a sufficient number of currently certified, DRC employed lifeguard(s) in the guard chair and other appropriate staff available and/or on deck whenever the pool is being used. The designated lifeguard(s) must attend a DRC pre-season pool staff in-service training to be fully familiar with specific emergency procedures. Further, the DSC agrees to reimburse the DRC after the final practice of the season for wages paid to this guard(s) at a rate of \$15/hr/guard, guest services at a rate of \$14/hr/guest services and manager at a rate of \$18/hr/manager.
3. Abide by and assist in the enforcement of all facility rules and regulations.
4. Ensure that the facility is cleaned and equipment put away in its proper place following all events and after all scheduled practices. Ensure that Derby High School and Rock River Rapids parking lots (approved parking) is cleaned of all trash upon completion of each swim meet.
5. That the times of departure are adhered to so as not to interfere with the general public's pool use and in consideration of the neighborhood.
6. Inform the DRC of any cancellations or requested time changes as soon as possible so as not to take away from or interfere with the general public's use of the pool.
7. Prior to the weekend swim meet, provide all swim meet participants, coaches, meet officials and/or volunteers with information regarding approved parking and viewing locations.
8. Provide a timeline of events for all swim meets and expected number of participants to Rock River Rapids management one week in advance of the meet.
9. Provide a liability insurance policy or a hold harmless agreement for all practice times and swim meets, exempting the DRC, the City of Derby and all of its administrators and officers from liability.

IT IS FURTHER UNDERSTOOD that the times and dates requested are for team practices and meets and that the facility is not to be used by individuals or groups of individuals at any time for their personal use.

DATED this _____ day of _____, 2026.

Swim Club President

DRC Superintendent



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 4, 2026

RE: CONSENT AGENDA - OID MAINTENANCE AGREEMENT

Attached is the 2026 OID maintenance agreement. It is essentially unchanged from the 2025 agreement. The OID approved this agreement at their February 3rd meeting. The DRC has maintained the field and scheduled practices/games at Idlewild Baseball field for many years.



**OAKLAWN BASEBALL/SOFTBALL
AGREEMENT
2026**

BY & BETWEEN

OAKLAWN IMPROVEMENT DISTRICT,
Hereinafter referred to as "OID"

And

DERBY RECREATION COMMISSION
Hereinafter referred to as "DRC"

It is understood that an effective baseball/softball program for the residents of Oaklawn, USD 260, can be best achieved and administered only through the cooperation of all agencies involved.

The intent and purpose of this agreement is to establish basic guidelines of responsibilities as they relate to parks, recreation and facilities. This instrument is not intended to be legally binding and shall be subject to periodic review and modification.

It is with this "Spirit of Cooperation" that the parties acknowledged the following basic agreements.

LENGTH OF AGREEMENT: This agreement will be reviewed as needed. As an agreement, either party may end this relationship at any time.

DRC AGREES TO:

1. Coordinate all activities and scheduling, so as to make the best use of public held recreation facilities.

2. Negotiate lease agreements when necessary (private tournaments, etc.), and pursuant to a fee schedule attached here as Exhibit 1; DRC staff will notify the OID office.
3. Provide weekly schedules to OID on field use.
4. Hire (from Recreation Commission budget) seasonal help to assist in the proper maintenance of the playing fields.
5. Water, edge, trim, and pick up trash in the ball field areas, in parking lots and along fence lines during the recreational season.
6. Drag and float all infield surfaces to provide safe and adequate playing conditions.
7. Regularly inspect all playing areas for dangerous conditions and promptly correct such conditions or take such action, including but not limited to postponement of scheduled activities, as is necessary to protect users of the facility and the public.
8. Line, stripe, and mark all fields for game preparation.
9. Provide for the minor daily maintenance of bleachers and backstops.
10. Administer a youth baseball/softball program for the residents of Oaklawn/USD 260.
11. Provide proof of insurance for DRC activities.
12. Provide a scholarship program for USD 260 participants.
13. Mow the newly renovated field.
14. Open and close restrooms for event use, when needed.

OID AGREES TO:

1. Mow and maintain all park areas, except playing areas maintained by DRC.
2. Maintain permanent restroom facilities including annual winterizing. Provide “porta-potty” March-October in the event permanent restrooms are closed.
3. Provide equipment on an “as available” basis at direction of OID staff.
4. Provide access to park facilities to the DRC for proper pre-season and post-season maintenance.
5. Pay all utility costs, including water utility and electric utility, associated with park operations.
6. Maintain ball field sprinkler system, start up, and shut down.
7. Provide trash barrels and dumping as needed.
8. Provide all fertilizers and weed killers, as to maintain ball field areas, with approval from OID Board on each individual basis as needed.
9. Provide ag-lime, dirt, sand, and similar materials for ball field, as necessary for proper maintenance, with approval from OID Board on each individual basis as needed.

Date

Director, OID

Superintendent DRC



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 2, 2026

RE: 2025 GRANT REPORT

Attached is a brief review of all grant funding for 2025 (\$60,864). This is a fiscal year report and shows revenue received in 2025.

Fund Source	Program Area	Amount
NRPA Wellness Hub Grant	Wellness Hub	\$22,043
NRPA Mentoring Grant	NRPA Mentoring Grant	\$11,221
Pepsi	Various Sponsorships	\$3,950
HAKOG Sponsors	HAKOG sponsorships	\$2,400
Rockin Rico	Program Sponsorships	\$2,400
Chick Fil A	Soccer	\$2,050
Don Hattan	Youth Sports	\$1,900
Little Busters	Smokin 5K/Adult Tourneys	\$1,900
Five Star Mechanical	Program Sponsorships	\$1,700
ICI	Youth BB/SB	\$1,600
Misc Program Sponsorships	Misc.	\$1,200
Dick's Sports	Youth Sports	\$1,000
Hatchet Buick	HAKOG	\$1,000
Mid America Credit Union	Smokin 5K	\$1,000
Derby Junior Football	Flag Football	\$800
Bicycle Exchange	Youth Tri	\$750
El Paso Animal Hospital	Program Sponsorships	\$650
Family Med Center	Program Sponsorships	\$550
ICT Eye	Youth Tri	\$500
Kayven's Helping Hands	Program Sponsorships	\$500
Edward Jones	Smokin 5K	\$500
La Hacienda	Smokin 5K	\$500
Shane and Amanda Younce	Youth Tri	\$500
Derby Children's Theater	Halloween Hullabaloo	\$250
		\$60,864



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Superintendent of Recreation

DATE: February 6, 2026

RE: SUPERINTENDENT REPORT

- Met with DRC Board Chairman, Eric Tauer to review the January Board Meeting agenda.
- Monitored the January Membership Promotion and reviewed updated reports throughout the month.
- Met with City of Derby representatives regarding the AED in the Parks project to review ongoing plans and recommendations including proposed equipment and device location in the parks. DRC and City staff have collaborated on recommendations to the DRC Board and City Council.
- Met multiple times throughout the month with Waters Edge and Facility staff regarding the Indoor Pool deck project to prepare for the Facility Committee review.
- Presented at the Legislative Luncheon on January 7 to review goals and advocate for AED placement in Derby Parks system.
- Assisted with the completion of the DRC Employee Monthly Newsletter.
- Met with Citizens Bank of Kansas representatives regarding the Facility Development Fund transaction.
- Attended the Chamber Luncheon on January 8.
- Held weekly meetings with Department Directors.
- Reviewed monthly financials.
- Attended Todd Hackleman's retirement party on January 10.
- Held a Facilities Committee meeting on January 14 to review progress on the Indoor Pool Deck project and develop recommendations for the Board.

- Met with multiple DRC and City staff to review our existing Park Facility and Athletic Field Management and Operations Agreement. Decarsky Park phase 2 development will require additions or adjustments in management requirements for both the DRC and City. These meetings are ongoing and continued work and progress is ongoing.
- Submitted FY 24-25 final audits to the City and School District.
- Attended the KRPA Annual Conference on January 26-29 in Topeka.
- Reviewed the proposed 2026 RRR marketing budget with Director of Marketing, Dara Miranda and Director of Administration, Derek Smith.
- Working with multiple staff on potential policy revisions and updates.
- Met with multiple staff regarding facility and program planning in expectation for the closure of the Indoor Pool and Gymnasium for major facility renovation projects this summer.
- Met with Director of IT, Alex Dinicola and Director of Administration, Derek Smith to review credit card processing rates and Paycor software rates. Staff is bringing an update to the Board regarding credit card rates.

**MEMORANDUM**

TO: DRC BOARD MEMBERS

FROM: Darcie Parkhurst, Director of Facilities

DATE: February 10, 2026

RE: JANUARY FACILITY HIGHLIGHTS

Director of Facilities

- Held weekly meetings with aquatic and facility staff
- Total members; 7787
- Kids Club membership; 290, usage 1306
- DNMS Bus membership; 35, usage 532
- Completed corporate usage reports as well as corporate invoicing for monthly memberships.
- Attended monthly Program/Facility Director meeting
- Programmed doors and set HVAC for rentals at OAC throughout month
- Participated in Exceptional Experience Workgroup Meetings
- Corresponded with Water's Edge to continue pool deck discussions
- Helped Fitness staff with Stillwater Sanctuary practice session in pool
- Met with Mike Swartz from Five Star to discuss upcoming projects
- Attended the Legislative Luncheon on Jan. 7
- Met with painters for walk through before gym duct work project began
- Attended the Board meeting Jan. 13
- Met with Todd and Facility Services staff for staff meeting
- Attended Youth Tri committee meeting
- Met with representatives from the Red Cross to renew our Emergency Location agreement
- Interviewed and hired two new Guest Services Representatives
- Attended the quarterly financial review on Jan. 22
- Met with representatives from Cintas on two different occasions to discuss what they could potentially offer the DRC for services
- Met with Tom Keil from the City to discuss AED selection
- Filled in at facilities where needed throughout the month
- Met with Vanessa, DeeAnna and Tracey to review Invoicing procedures
- Conducted final walkthrough and punch list with Hutton after the duct work painting completed

Fitness Center**Staff and Meetings**

- Met with Chris to go over the need to add a couple weeks of extra fitness specialist while the fitness center is busy.
- Met with marketing to create a video to highlight the new look of the fitness nooks.

- Created and implemented a challenge for members to encourage the use of the track and the fitness nooks.
- Reworked the cleaning schedule to include the fitness nooks and a few changes to make it a better system with our shifts.

Equipment

- Coordinating with Mid State Fitness regarding necessary repairs in the fitness center.
- Revamped the area in the fitness center with functional equipment. This new arrangement creates a flowing traffic in that area. We have looked at all areas of the fitness center to ensure the best traffic in these higher attendance months.

Indoor Pool

- Completed filter maintenance and water chemistry adjustments as needed
- Completed weekly schedules for all aquatic staff
- Attended weekly aquatic management meeting
- Hosted lifeguard in-service on January 4
- Continued hosting Derby High School Swim team
- Hosted LGI course with 5 participants

OAC

- Rentals Facilitated
 - Radio Control Club
 - Corvair Club
 - China Painters
 - Private Rentals
 - Village Steppers
 - Free Spirits
 - Barn Dancers
 - Granny Basketball
- Lords Diner distro weeknights

Rock River Rapids

- Received returning applications through January 23rd for returning staff
- Began receiving new applications for upcoming summer
- Season passes are now 67.50 until May 31st
- Finalized upcoming season training dates to be emailed to staff
- Instructed Lifeguard Prep course for 4 students
- Processed donation requests
- Updated swim team agreement for summer

Maintenance & Fleet

DRC

- Sanitized all equipment and surfaces
- Fan motor on Furnace 1 replaced by Five Star
- 300va Transformer on Sereco replaced by Five Star
- 11 light fixtures in Studio D replaced by Loper with LED
- Duct work painting project completed in gym

OAC

- Routine maintenance
- Sanitized all equipment and surfaces

HAC

- Sanitized all equipment and surfaces

Buses

- Routine maintenance performed on Mini, White and Blue buses
- Interiors sanitized

Fleet

- Routine maintenance performed
- Interiors sanitized

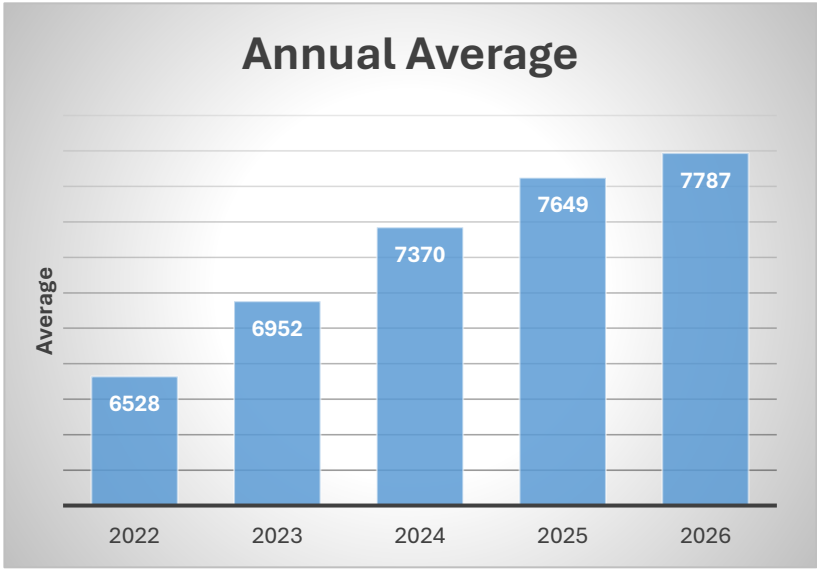
Grounds

- Routine maintenance performed

DRC Membership Annual Comparison Report

Month	2022	2023	2024	2025	2026
Jan	6661	7020	7355	7685	7787
Feb	6629	7020	7487	7702	
Mar	6606	7139	7461	7749	
April	6457	7065	7392	7720	
May	6580	6912	7370	7735	
June	6552	6948	7556	7809	
July	6489	6942	7530	7708	
Aug	6474	6867	7421	7741	
Sept	6266	6656	7246	7421	
Oct	6397	6863	7070	7450	
Nov	6598	6960	7251	7517	
Dec	6627	7033	7300	7551	
Total	78336	83425	88439	91788	7787
Average	6528	6952	7370	7649	7787

membership promotion





MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Keven Pappan, Outdoor Maintenance Supervisor

DATE: February 3, 2026

RE: SFMC Conference 2026 OVERVIEW

I would like to sincerely thank you for the opportunity to attend the Sports Field Management Association Conference in Fort Worth Texas this past month. I have been waiting for the conference to come close enough to be able to drive to it. I truly appreciate your support in allowing me to attend this professional development experience. Here is some information I came back with to share with my team.

WORK/LIFE BALANCE THE SPORTS FIELD MANAGER.

This class talked about work-life balance for sports field managers and how important it is to set boundaries at work. We discussed long hours, labor and budget challenges, and the need to delegate and say no when necessary. The class also stressed using vacation time, taking care of your health, and making time for family and friends. Overall it showed how making good choices can help us do our jobs better while maintaining a healthy personal life.

MANAGING AND LEADING YOUNG WORKERS AND DEALING WITH TURNOVER.

This class focused on managing and leading young workers and dealing with employee turnover. We talked about common challenges such as lack of motivation, needing structure, and wanting freedom at work. The class stressed the importance of strong onboarding expectations, patience and consistent training. It also highlighted giving employees pride in their work, allowing them to learn from mistakes and using simple tools to track tasks and progress.

IMPROVING SYNTHETIC TURF THROUGH RESEARCH.

This class was more about what to use and what not to use on synthetic turf. There are multiple different varieties of infill for turf.

1. Coconut and cork
2. Nike grind (which is recycled Nike shoes)
3. Crumb rubber (standard)

This class also included a lot of discussion and networking.

Overall this was a great conference. Thank you again for your support and allowing me to attend.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Vanessa Rugg, Director of Programs

DATE: February 3, 2026

RE: JANUARY PROGRAM BOARD HIGHLIGHTS

Program Area Highlights

Director of Programs

- Attended weekly staff, directors and programmers meetings.
- Attended monthly meetings with Dee Anna and the programmers throughout the month.
- Planned for and attended the monthly Exceptional Experiences Workgroup meeting this month.
- Planned for and attended monthly Employee Wellness Committee meeting.
- Created the interns weekly schedules.
- Attended a ribbon cutting for Ziggi's Coffee as a Chamber Ambassador.
- The program team is preparing for the spring session. I reviewed all of the Xplor forms for every program. They entered all of their programs into the Xplor software this month.
- Attended Todd Hackleman's retirement party.
- Attended an interview with a potential summer intern candidate.
- Attended a JustTri Youth Triathlon planning meeting.
- Attended a Program/Marketing meeting.
- Attended a Program/Facilities meeting.
- Attended the Bonding Thru Board Games event at the OAC.
- I got all race details for the Smokin' 5k and JustTri to The Timer Guys for them to renew our race in the Runsignup system.
- City council approved both the 5k and JustTri race course closures at their January 26 meeting.
- Worked with Brenda Dietzman on dates for our All Staff Trainings in May.
- Dee Anna and I met with Tauni to discuss changes to the programming department budget sheets.
- Planned for and attended a Smokin' 5K Committee meeting.
- Attended a Quarterly Financial Review meeting.
- Attended a meeting with Derek, Laine and Alex to discuss programming and rentals in The Cove.
- Attended the first quarter Lunch and Learn.
- Attended a Park Management and Operations Discussion with the city.
- Attended an OAC Family Fest planning meeting.

- Attended an Outreach Program Processes meeting.
- Supervised The Lord's Diner once this month.
- Attended the KRPA conference, notes are attached.
- Intern notes this month:
 - Assisted with Noon Year's Eve Event
 - Shadowed Lord's Diner
 - Completed Rec Station tax form project for Ashlynn
 - Assisted with the Grounded Series events. Both the Still Water Sanctuary and Elevated Harmony events
 - Put out yard signs for OAC events
 - Helped with the OAC After School Program
 - Assisted with Bonding Thru Board Games event
 - Camp DRC locker room supervision
 - Assisted with gymnastics set up
 - Soup Supper prep
 - Assisted with Unsinkables locker room supervision
 - Helped complete annual report information for fitness
 - Made a Walmart run for fitness
 - Made 150 personal trainer appointment cards
 - Hung aerial silks
 - Helped supervise K-1 at OAC After School Program
 - OAC After School Audit Project
 - Helped run Pull Up basketball
 - Supervised Lord's Diner

Assistant Director of Programs

- Attended meetings with Vanessa and the programmers throughout the month.
- Checked off personal training sessions throughout the month.
- Supervised The Lord's Diner a few times this month.
- Researched grant opportunities.
- Attended Risk Management Committee meetings.
- Met with our new intern Trace and gave him a tour of the OAC.
- Attended Todd Hackleman's retirement party.
- Attended a JustTri Youth Triathlon planning meeting.
- Attended a Program/Marketing meeting.
- Attended a Program/Facilities meeting.
- Vanessa and I met with Tauni to discuss changes to the programming department budget sheets.
- Attended a Smokin' 5K Committee meeting.
- Attended a Quarterly Financial Review meeting.
- Attended the first quarter Lunch and Learn.

- Attended a Family Fest planning meeting.
- Covered the OAC Afterschool Program 3 times this month.
- Attended an Outreach Program Processes meeting.

Aquatics

DRC Aquatic Programs:

- Scheduled WSI's for winter session 1 lessons which served 51 children
- Assigned instructors to private swim lessons 81 lessons were taught
- Loaded spring classes into Xplor
- Reviewed spring program master report to ensure offerings are correctly entered in Xplor
- Taught LGI course
- Scheduled SCUBA
- Coordinated Wineteer Unsinkables
- Researched AED use in parks statistics
- Provided annual report information for the Aquatic department and Rock River Rapids

RRR Aquatic Programs:

- Assisted with staff reminders to reapply and with tracking returning applications
- Reviewed and provided recommendations for webpage updates regarding Aquatic programs, facilities and fees
- Coordinated with Marketing Director to advertise lifeguarding classes
- Coordinated with Derby Dolphins Swim team to determine practice and swim meet dates for summer
- Worked to develop an outline of program placement at RRR

Staff Emergency Preparedness (EAP):

- Ashlynn coordinated a mock drill at the DRC and debriefed with involved team before emailing summary to entire DRC staff
- Led risk management committee meeting January 7 to develop monthly mock drills & yearly tasks/goal setting

Professional Development & Meetings:

- Attended weekly aquatic meetings
- Attended weekly programmers meetings
- Attended risk management committee meeting
- Attended quarterly financial meeting
- Attended Association of Aquatic Professionals Executive and Board of Directors meetings
- Attended Water's Edge meetings
- Led Aquatic Coordinator 1-on-1 meeting
- Attended AED in the Derby parks meeting

Art

Programs as of 02/2/2026:

- Started winter 2026 programs

Current Winter 2026 Registration Compared to Previous Year:

- 2025 Winter Revenue = \$12,056.20 2025 Winter Registration = 262
- 2026 Winter Revenue = \$11,100.30 2026 Winter Registration = 216

Sold Out Classes for January (Enrolled/Max):

- Art Discoverers: Clay Sculpt (1st session) – (8/8)
- Advanced Glass Fusing Studio (1st session) – (10/10)
- Free Spirits: Create Abilities – (10/10)
- Young Artists: Potter's Wheel for Teens – (8/8)
- All Levels Pottery Studio Tuesdays – (8/8)
- All Levels Pottery Studio Thursdays – (8/8)
- Tiny Ballerinas Ages 3-5 – (10/10)
- Sound Studio Youth- (2/2)

Cancelled Programs for January:

- All Levels Pottery (Wed)
- Young Musicians – Instrument Lessons (1st session)
- Adult Musicians – Instrument Lessons (1st session)
- Sculpting in Clay
- In the Studio: The Art of Sound for Adults

Community Events in January:

- Attended opening reception of the Spring Exhibition at the Ulrich Museum of Art

Outreach Groups:

- January 9 – Derby Senior Center: Crafty Fridays – 5 attended

Staffing/Meetings:

- Attended weekly staff meetings

Other:

- Painting DRC windows to promote 20% off campaign
- Input Spring 2026 programs into Xplor

Culinary Arts

Programs:

- Winter Session

Sold Out Classes:

- Free Spirits: Cooking with Marsha
- Chicken Parmigiana
- Caramel Coffee Tiramisu

Nearly Sold Out Classes:

- Homemade Beef Birria
- Big Mac Egg Rolls
- Cracker Barrel Copycats
- Chinese Takeout: Orange Chicken & Jumbo Egg Rolls

Additional:

- Loaded Spring Programs
- Art One-on-One
- OAC Family Fest Meeting
- Met with Claudia re: LinkedIn blog
- Dara and Claudia filmed a short social media video featuring baking tips from culinary instructor Kalie Dudeck.

Fitness

Group Land Fitness:

- Directing the annual meeting for group fitness classes. Topic was wellness, and each department overview and discussion.
- Met with a few instructors on future plans with their classes.
- Orientation and follow up training with new instructors. We hired a new land and aquatic instructor.
- Jenni Johnson started a new class called Stretch and Roll, this class is a stretching and foam roller experience.
- Met with Director of Facilities on a revamp of the storage room next to the studio D. We have very limited area for storage and working towards a better system.

Personal Training & Nutrition Coaching:

- Senior Group Training classes are led by a DRC personal trainer and are classified as part of our personal training program.
- We would like to welcome Logan Ayesh as a new personal trainer to our team. He is an ACE certified personal trainer and finishing his degree in Physical Therapy. Logan met with marketing to get his individual picture for his Bio and business cards.
- Trainer Tips with Craig Fairley was started this month to market the trainers and educate the community.

Outreach Programs:

Weekly Outreach Sites

- Senior Center: Started the 2026 session of Water in Motion for the members of the senior center.
- Wayland Associates: Weekly stretching class for staff
- El Paso Veterinary Hospital: Weekly lunchtime yoga sessions

Specialty Classes & Projects:

- Met with the new intern to go over our department and projects that we will be working on for his term
- Preparing for the multiple aerial classes that are offered this session. Both Adult and Youth Aerial are full.

Committees & Events:

EEW Committee

- This committee is so exciting to be a part of with new things always going on. This month we focused on working on our larger project with the welcome and onboarding workshop that we want to offer a couple times a year. We are splitting this up in smaller projects to help get this completed and implemented later in the year or in 2027.
- Talked about the give a ways that we want to have for the all staff culture meeting.

Wellness Committee

- Attended monthly wellness meeting with the topic of the December activities and the January lunch and learn.
- Working on the lunch and learn in the fall, we already planned the event and working at finalizing the details early.

Fitness Special Events:

Grounded Series

- Stillwater Sanctuary practice run was on January 4th with 11 instructors attending to assist in the trial run.
- Stillwater Sanctuary registration was full in the first class and we created a second class to implement right after the 5:30 class. Both classes were full with 20 registered and 10 on the waitlist.
- Elevated Harmony; filled with 10 on waitlist. We created a second class and will host that on February 1 with 2 back to back classes full with a waitlist.
- There are 2 other classes within the series; the inner journaling in March is almost full and there are already multiple registered for the Camp Fire Yoga in April.

Smokin' 5k

- Held a meeting with the Safety Director to evaluate a comprehensive risk-assessment plan for the Smokin' 5K. The plan, which defines the Safety Director's duties and addresses potential event risks, will be updated and applied to all races and events moving forward.
- Attended the January meeting for the 5k to follow up on all the duties in place. Sponsorship to be secured so we can market in the program guide. Starting something new this year with the first 50 registered to go into a drawing for a fire pit.
- Visited multiple sponsors for this event, wanting to secure sponsors for each section of the race.

Fitness Center Operations:

- Met with Chris to go over the need to add a couple weeks of extra fitness specialist while the fitness center is busy.
- Met with marketing to create a video to highlight the new look of the fitness nooks.
- Created and implemented a challenge for members to encourage the use of the track and the fitness nooks.
- Reworked the cleaning schedule to include the fitness nooks and a few changes to make it a better system with our staff shifts.

Equipment:

- Coordinating with Mid State Fitness regarding necessary repairs in the fitness center.
- Revamped the area in the fitness center with functional equipment. This new arrangement creates a flowing traffic in that area. We have looked at all areas of the fitness center to ensure the best traffic during these higher attendance months.

Health and Wellness

Derby Recreation Commission:

- Attended staff and programmer meetings
- Attended the DRC Quarterly Financial Review
- Attended OAC Family Fest Planning Meeting (Stacy and Elisha)
- Attended KRPA Conference
- Created and presented a presentation for KRPA Conference – Rooted in Resilience: Helping Youth Rise Above ACE's with meaningful experiences. 18 in attendance at session.
- Stacy and Elisha met with Caryn to go over changes to the Wellness webpages on the website. We plan to add a page for the Wellness Hub and revamp and update all of the wellness pages.

Wellness Programming and Initiatives:

- 8 new Derby Walks pledge forms in January
- 10 in attendance – NEW Free Class with Natural Grocers (Hacks for Healthy Blood Sugar Balance)
- No Gimmicks, Just Gains: The Truth about Fat Loss Class – 4 registered.

DRC Employee Wellness:

- Facilitated the Employee Wellness Committee meeting on January 20, 2026.
- Met with Fitness Instructors and provided a brief overview of the wellness program on January 4.
- 2026 Wellness Kick-Off Lunch 'n Learn events on January 22, 2026
 - 28 attended the 11:30 a.m. event and 5 attended the 6 p.m. event
 - 22 Full Time staff and 11 Part Time Staff.
 - This was the first time to do an event like this. We included wellness program information as well as guiding staff through an assessment of their personal wellness and setting goals for 2026.

Derby Health Collaborative (DHC):

- DHC Community Health Assessment Subcommittee Meeting (January 20). A small group of 7 met to review survey data and identified priority areas of focus for the DHC. Priority areas identified are: Mental Health, Healthcare Access (including chronic disease prevention, physical health and nutrition education, and for Oaklawn – dental care promotion and prevention), and Financial Empowerment (financial wellness education, job skills, etc.)
- Derby/Oaklawn Community Health Assessment Survey concluded with 122 surveys.

Community Wellness Hub:

The Lord's Diner

- 2646 - Total Meals Served in January
- 120 - Average Meals served per day
- 154 - Highest daily volume
- 87 - Lowest daily volume

Hygiene Pantry

- 39 served in January

NRPA Mentoring Grant

- 3 mentoring sessions in January
- Stacy and Elisha participated in a call with NRPA to meet our new grant administrator Steph Whyte and speak about spending down the grant budget.
- Another cohort of mentees will begin in February with mentors from Mental Health America.

Coat Donation

- The wellness hub received a generous donation of 96 new youth coats from the Knights of Columbus. We have distributed 84 coats to the following: El Paso Elementary, Wineteer Elementary, OAC Afterschool Program, Stonecreek Elementary, Oakview at the Park, hygiene pantry guests, Cooper Elementary, and followers on Facebook.

SHICK Medicare Counseling Partnership

- 6 counseling sessions at the OAC in January

GraceMed Healthy Families (KanCare/Medicaid application assistance)

- No visits in January

WSU Tech Partnership

- 3 visits with potential students in January

Community Outreach and Events:

- Met with a new potential partner, Youth Educational Empowerment Program (YEEP). They teach financial literacy skills to youth and families. We have invited them to be a part of OAC Family Fest, ExecuKids, Mentoring, and to be a partner of the DHC.
- Elisha spoke with an organization called Student Start Up about being a partner for future ExecuKids sessions.
- Stacy and Jenna met on partnerships between the After School Program and the Hub. Plans to bring back Wellness Wednesdays at the end of this year (pilot) and plan for 26-27 school year.

Special Events, Special Programs and Oaklawn

Programs:

- Assisted with the Bonding Thru Board Games event at OAC on 1/16.
- Continued to seek out vendors and bakers for the Chocolate Bazaar event.
- Organized vendor and baker info emails, maps, and requests to prepare for event.
- Completed all maps, equipment lists, timelines, and found volunteers for Chocolate Bazaar.

- Attended Risk Management Committee meeting on 1/7 meeting and reviewed our goals for the year. EOP manuals are now in final stages and we are working on matching supervisor led training materials to them.
- Led Youth Just Tri meeting on 1/13 and discussed sponsors and event recaps.
- Led Christmas in the Park Recap meeting on 1/15 and began to plan next year's sponsors and timeline.
- Held a mock drill at the DRC for our evening front desk team on 1/15. They did a great job handling a patron tripping on the stairs and taking care of a head injury and abrasion.
- Attended Wellness Committee meeting on 1/20 and divided up yearly tasks to members of the group. Reviewed all December activities and planned for upcoming months events.
- Attended Smokin' 5K meeting on 1/21 to discuss sponsors, staff roles, inclement weather plans, and changes.
- Attended Quarterly Financial meeting on 1/22.
- Attended Wellness kick off Lunch n Learn on 1/22.
- Attended KRPA 1/27-29 (see memo)
- Attended Biweekly special programs meetings and reviewed next few months of events, discussed OAC ASP updates, and began to plan for summer.

Special Pops:

- Free Spirits Basketball and Cheerleading seasons started on 1/14. There are 5 enrolled in Cheer and 25 enrolled in Basketball.
- Held Free Spirits board meeting on 1/14.
- Purchased and sorted supplies for Soup Supper with the help of athlete parents and board members.
- Soup Supper scheduled for 1/24 was cancelled due to weather. Our organization still received about \$420 in donations.
- Jeff Zimmerman attended a Free Spirits art class on 1/20 to surprise our organization with a \$1000 donation from American Shaman.
- Completed and turned in 2026 Free Spirits SOKS registration and Delegation lists.
- Turned in the regionals skills reports for the basketball team to compete.
- Washed, sorted and prepared all cheer uniforms and basketball jerseys.

Kids Camps:

- Held 3 days of Camp DRC at the Hubbard Arts Center with a total of 119 kids.
- Created activity and staff schedules for all 3 February Camp DRC dates.
- Began looking at Rec Station returning staff.
- Completed Rec Station enrollment forms for summer 2026.
- Planned Rec Station Training dates and began updating staff training materials.
- Updated Rec Station 2026 Parent Handbook.
- Met with Jon and Laine to discuss changes being made to Rec Station PLUS.

Program Coordinator

Programs:

- Met with new intern Trace to discuss my aspects of programming
- Attended Bi-Weekly meetings with Ashlynn on 1/7 and 1/21
- Attended Risk Management Committee meeting on 1/7
- Reviewed and loaded Spring Programs into Xplor

- Attended JustTri meeting 1/13
- Met with Stacy, Wellness, to discuss After School Program collaboration
- Attended Christmas in The Park (CitP) meeting with Ashlynn and DPL on 1/15
- Hosted Bonding thru Board Games with 54 in attendance on 1/16. Numbers were lower this year due to a winter storm that came in that evening.
- Attended 5k Committee Meeting
- Attended Quarterly Financial Review on 1/22
- Attended Lunch and Learn on 1/22
- Attended new attendee KRPA zoom call 1/22
- Lead OAC Family Fest Committee meeting on 1/23
- Attended KRPA 1/26-29

Kids Camps/Childcare:

- Hosted a 1hr training for after school program leaders on 1/7
- Conducted interviews to fill remaining positions
- Hired and on-boarded 2 New staff for OAC ASP
- Prepared for yearly audit with help of intern Asiya
- Planned CPR class for February, 15 scheduled to attend.

Sports

DRC Sports:

- Scheduled youth sports officials and scorekeepers for winter sports leagues.
- Began using Team Sideline officials/referee software to schedule sports officials.
- Offered adult pickle ball lessons in January with 10 participating.
- Scheduled DRC youth basketball practices on weeknights at OAC and USD 260 facilities.
- DRC youth basketball league began this month with 232 youth participating. Games are played at the DRC, DMS and OAC.
- Winter Sport classes began with 57 participants in Gymnastics and 21 participants in Tae Kwon Do.
- Loaded spring classes and programs in Xplor.
- Reviewed spring program master report to ensure programs are correctly entered in Xplor.
- Interviewed potential Pickleball Instructor.
- Hosted "Pull Up Basketball" exhibition night with 10 participants.

Meetings and Professional Development:

- Met with City of Derby to discuss Decarsky Park Maintenance and Operations.
- Attended the quarterly financial meeting.
- Attended and presented during the January DRC Board Meeting.
- Keven attended Sports Field Management Association conference (SFMA) at Fort Worth, Texas.

Outdoor Maintenance:

- Added 150 tons of red shale on High Park, Tanglewood and Garrett #3 ballfields.
- Updated license tags for all 5 trailers.
- Picked up Programming truck from Shelton Body Shop.
- 20 hours of snow removal at the DRC, HAC and OAC.
- Updated sports equipment storage area.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Vanessa Rugg, Director of Programs

DATE: January 30, 2026

RE: KRPA 2026

I would like to thank the Board for the opportunity to attend the Kansas Parks and Recreation Association Conference. It's a great opportunity for continued education opportunities, networking, and connecting with vendors. When I attend these conferences, I also try to come back with information and knowledge for other program department areas. Listed below are the sessions I attended and a brief description of the content of each.

Key Note Speaker: Lex Gillette

The opening session was titled "No need for sigh when you have vision. Lex Gillette became blind at the age of 8 and is a powerhouse Paralympic athlete and is an acclaimed speaker who shows the world that vision is not something you see, it's something you live. Sight is our current reality, where vision allows us to see beyond our limitations. It's not our eyes that determine success, it's our vision.

Recreation Branch Round Table

At the recreation branch round table we broke out into groups and discussed different successes and challenges we face in our current positions, and learn from other organizations different things to implement.

The World Cup is coming to Kansas

Challenger Sports gave this presentation and they talked about things they can offer for communities such as soccer camps, apparel, and equipment. And then we broke out into small groups and discussed ways to celebrate the world cup in our communities. It could be the summer theme, offer watch parties, soccer camps, theme during summer camp, jersey day, world cup trivia, costume contest, etc.

Grow More Leaders

As a leader, you need to value time. As leaders we need to be role models. It's important to get to know your staff. People will follow what you do more than what you say. A leader guides people and helps everyone get the work done.

I also attended the 50 in 50 sessions, sports programming and special events, the wellness round table and the closing key note speaker.

Overall it was another great conference. Thank you again for your support and for allowing us to attend these conferences for continued education!



MEMORANDUM

801 EAST MARKET
P.O. BOX 324
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TEL 316-788-3781
FAX 316-788-6549

TO: DRC BOARD MEMBERS

FROM: Stacy Haines, Community Wellness Director

DATE: February 2, 2026

RE: KRPA 2026

Thank you for the opportunity to attend the KRPA Conference in Topeka in January 2026. I was able to connect with other wellness professionals and learn about innovative programming. I also presented a session on Adverse Childhood Experiences and how youth recreation programming can prevent and buffer the effects of ACEs through protective factors, promoting resiliency, and creating positive childhood experiences.

Below are a few highlights from sessions I attended while at this conference:

Opening Keynote Session – Lex Gillette presented on “No Need for Sight when you have Vision”. Lex told his story of becoming blind at a young age and overcoming obstacles to become a long-jumper in the Para Olympics.

Session – “Am I really good enough?” Understanding and Overcoming Imposter Syndrome at work

This discussion unpacked the root causes and common manifestations of imposter syndrome.

- Imposter syndrome stems from a core self-doubt and the fear of being exposed as a fraud.
- It often manifests as distinct archetypes, including the Perfectionist, Expert, and Soloist.
- Senior leaders are highly susceptible due to the high stakes and constant need to adapt.
- Overachievement is frequently a defense mechanism to hide perceived incompetence, leading to burnout.

The focus shifted to actionable mental models for overcoming self-defeating patterns.

- Separate objective facts from the negative stories you tell yourself about events.
- Acknowledge feelings of inadequacy without accepting them as an accurate reflection of reality.
- Reframe negative self-talk by consciously checking it against facts.
- Share feelings of insecurity with trusted peers to realize you are not alone.
- Intentionally redirect energy from self-criticism toward celebrating accomplishments.

Session – Experience By Design

Design empathetic, human-centered experiences through practical, incremental innovation that anticipates unmet needs, balances tradition and creativity, and intentionally orchestrates outcomes that transform groups into communities, customers into ambassadors, and employees into advocates.

1. Most innovation is incremental (~70%); small, sustainable “moments of delight” drive engagement and memory, while disruptive (~10%) is rare and sustaining (~20%) ensures continuity.
2. Start with desirability (human “why”) before viability and feasibility; people remember how you made them feel.
3. Empathy begins with entering behaviors (skills, emotions, expectations, constraints) and ends with clear exiting behaviors (new skills, confidence, social gains, value created).
4. Define the real user problem by observing and asking; reframe prompts to target underlying needs (e.g., instilling confidence vs. boosting registration).

OUR VISION:

INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.

Session – Community Impact Leadership: Positioning Parks and Recreation as Essential

Using the seven dimensions of well-being framework (Physical, Social, Emotional, Environmental, Intellectual, Cultural, Economic), you can show the wide, meaningful benefits your services deliver to the community, positioning your department not as a cost center, but as a critical economic and social driver.

1. Park and recreation services are among the few community service providers that address all seven dimensions of well-being.
2. A strong storytelling framework includes: State the Challenge (with data), explain your Approach (what you do), show the Change (the impact), and present the Vision (future potential).
3. Track change via four sources: Numbers (participation), Observations (behavioral shifts), Feedback (testimonials/quotes), and Surprises (unexpected outcomes).
4. After-school programs exemplify a service that touches all seven dimensions simultaneously.
5. Highlight different dimensions to resonate with different audiences (e.g., donors, city council, community members).
6. You are not a cost center—you are an economic driver for your community.

Session – Remarkably Resilient Together: A community-wide wellbeing campaign

This session explore how understanding the neuroscience of trauma and adverse childhood experiences (ACEs) can lead to building resilience. The core message is that emotional regulation is a learnable skill, crucial for personal well-being, effective leadership, and healthy relationships. By recognizing the body's signs of dysregulation, communicating our state, and using specific techniques like movement, music, or journaling, we can consciously manage our stress responses, break multi-generational cycles of trauma, improve our health, and lead with kindness and intention, thereby positively impacting our homes, workplaces, and communities.

Session – Wellness Roundtable

An interactive session with other fitness and wellness professionals to discuss successes and challenges in our departments. Some of the good ideas I took with me were:

- Take and Make Meal Planning with Seniors
- Pop Up Challenges and Walk Challenges
- GeoMats to teach yoga skills to youth
- Utilizing interns from university dietician or nutrition programming.

Session – How to modernize youth cycling education and build healthier communities

Pedal Kids USA offers a structured, open-source curriculum and coaching model to address the decline in youth cycling, successfully teaching kids to ride and fostering life skills.

1. Bicycles build confidence, resilience, social-emotional learning, and connection to nature; reframing for families as “adventure together” reduces anxiety and invites participation.
2. Pedal Kids blends fee-based offerings with partnerships, residencies, licensing, and consulting; curricula align with NRPA pillars—health/wellness, social connection, nature stewardship.
3. Small, low-barrier activations—bicycle playgrounds, mini rodeos, chalk lines, cones, and flat-pack ramps—create engaging micro-environments that teach skills safely for hours.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Jenna Hudson, Program Coordinator

DATE: February 3, 2026

RE: 2026 KRPA

With sincere appreciation, I would like to thank the entire DRC Board for the opportunity to attend my first KRPA conference. This was an experience of a lifetime, gaining insight on all the amazing things Parks and Recreation is doing around the state. Every session I attended had something to offer me in regards to the programs I oversee, as well as developing me as a Recreation Professional. I hope I can display some of what I have learned for you here.

Key Note: No Need for Sight When You Have VISION

In this presentation, we listened to Para-Olympian Lex Gillette speak about his youth and the challenges he faced growing up blind. This was by far one of the most powerful sessions I attended because vision means so much to me. He expressed how even if what you see around you says one thing, if you believe in your vision and have the right support system- your vision is all that matters. I have such a vested interest in seeing the Derby Recreation Commission grow and evolve, because it has helped me grow and evolve. He reinvigorated my drive for inspiring the highest quality of life through exceptional experiences. If I only attended this session I would've walked away prepared to make a difference in our community.

Happy Staff, Happy Campers

This session discussed ways to support our childcare providers within the recreation field. There are many challenges we face as recreation professionals in childcare, but this session brought us all together and quickly shared all the successes of our colleagues at JCPRD are doing. This includes systems of support of the staff, children and management. It discussed PBIS (Positive Behavior Interventions and Supports,) and how each child falls into different category of needs. This can be a challenge when working with a program like ours, and I hope in the future I can obtain this continued education for the betterment of the program. She also discussed how to acknowledge good things, 5 to 1 ratio on discipline, treating others the way you want to be treated, etc. All wonderful reminders when working with children.

Avoiding the Co-Counselor Clash/Solve those Problems/Grow More Leaders

Lastly, I attended three sessions with a married couple named Jed and Roz. They oversaw summer camps with 400+ employees and displayed how to create connection and cooperation amongst staff. This is certainly a challenge I face supervising 15 staff members. Their methods of collaboration were very impactful and I already have scheduled to use some of these activities in upcoming staff trainings. They focused on listening intently, creating connection before giving content, how to create agreements with one another before problems arise, etc. It was great to see them working together as trainers and reminds me of the time I've spent teaching in aquatics. Creating a team environment is the key to success when the entire operation depends

on us working together. I look forward to implementing these new activities for the staff at OAC after school program and during our summer primetime.

I would just like to reiterate my sincere appreciation for the opportunity to attend this conference. My love for parks and rec is growing by the day and I look forward to the vision I have for the future of my programming. Thank you for the role you each play in supporting my journey.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Ashlynn Godown-Schenker, Program Supervisor

DATE: February 2, 2026

RE: KRPA 2026

I would like to thank the board for the opportunity to go to the Kansas Recreation and Parks Association Conference. I always look forward to this opportunity to expand my network, gain new ideas, and develop further in this profession. In 2025-26 I continued to serve on the Youth Services Branch board, helped choose our seven sessions offered at KRPA, and coordinated our moderators. I had the opportunity to attend nine sessions and the opening and closing speakers, below are a few sessions I really enjoyed and got some good points from to use in special events and kid's camps.

Happy Staff Happy Campers: This session put on by JCPRD staff was all about how to teach classroom management to your camp staff so that they can affectively teach it to the kids. We visited expectations that needed to be passed from the director, to the group leaders, to the camp staff, to the children and parents and how to manage different behaviors in this chain. When everyone has the same expectation and accountability, everyone is happy.

Rooted in Resilience: Helping Youth Rise Above ACES: Shortly after Stacey started here I learned she had a background in Youth Mental Health and presenting in general and talked her into doing this session for the Youth Services Branch. She did an amazing job! Diving into ACES (Adverse Childhood Experiences) and how big of an impact they have on behaviors that we see in the kids camps is so important to understand. When working with kids it's vital to understand that behaviors are communication and knowing about a child's ACEs can be a game changer for how you manage things.

50 in 50 Programming for All Ages: This is always one of my favorite sessions that the Rec Branch brings back yearly and includes a quick overview of 50 new program ideas from this past year. Some that I love that would be able to run in our area include: Superhero Obstacle Race, Fort Night, Puzzle Parties,

Avoiding the Co-Counselor Clash: This was an hour of ice breakers or more in depth trainings to do to get your team all on the same page! There were interactive games to use to sort of lighten the mood and get everyone talking, and there were hands on activities to strengthen how the staff all functions and works together.

Other sessions I attended were Solve Problems and Elevate Your Customer Experience, Grow More Leaders, Making the Most of Unoccupied Wait Time, Call of the Wild, and Recreation Remix.

Thank you again for allowing us to attend these conferences to further our education! I am very appreciative for all the support from each of you.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 6, 2026

RE: JANUARY ADMINISTRATIVE HIGHLIGHTS

Accounting/Risk Management

- Conducted all staff quarterly financial review and initial presentation of budget development forms to staff.
- Invested idle funds.
- Received January tax distribution and opened Facility Development Account with ~\$94K.
- Prepared monthly financial summary for board.
- Preparing annual report financial data.
- Completed Programmer budget submittal format for 26-27 budget development. Meeting with them in February for orientation.
- Completed 1099's and W-2's.

Contracts

- Significant work on third party payment processor review.
- Significant work with Supt and Management on policy development.
- Met with City staff on planning process and management agreement for athletic fields.
- Completed open enrollment process for 2026 benefit program. Initiating appropriate payroll changes based on employee elections.
- IT Director trained on IT security onsite dashboard and training.
- Work on workplace surveillance and reporting procedures.

Other

- Conducted quarterly goal review with Admin staff.
- Held December Wellness Committee meeting. Orientating on 2026 orientation and plan offerings.
 - Working on internal chili contest.
- Interviews for Asst. Dir of Facilities.
- Met with Derby Health Collaborative.
- Supervising numerous evenings at the Lords Diner.
- Supporting various HR issues.
- Supporting various special events.

ADOA

Recruitment and Hiring

- Opened two part-time Guest Services positions
- Tracked applicants and scheduled interviews for both positions
- Participated in the interview process

- Developed the first-round interview questions for the ADOF position
- Monitored and reviewed resumes for the ADOF position
- Conducted phone screenings for first-round candidates and scheduled initial interviews

Onboarding

- Angelica Guzman – Part-Time OAC Afterschool Leader
- Landree Riley – Part-Time Guest Services
- Carl Quinton – Part-Time Guest Services

Employee Records and Offboarding

- Continued the digitalization of HR records
- Offboarded one full-time employee
- Participated in HR meetings regarding personnel issues

Compliance and Benefits Administration

- Tracked and monitored incoming benefit bills (health, dental, and vision)
- Verified billing accuracy with the start of the new year and updated premium rates

Meetings and Events

- Participated in a wellness committee meeting
- Participated in a staff highlight interview
- Participated in an Exceptional Experience workgroup meeting
- Attended the first Lunch and Learn of the year
- Attended weekly staff meetings

IT

- Met with OneSource and received dashboard access.
- Started dashboard training modules.
- Attended planning meeting for KRPA Conference with KRPA.
- Attended and ran the AV team for the KRPA conference.
- Research credit card rates and companies for board items.
- Worked to resolve Paycor issues with staff.
- Troubleshoot audio issues in fitness center.
- Started cleaning out and organizing the tech closet.
- Worked on a new cove proposal.
- Attended meetings about new cove ideas.
- Worked with vendors to plan a new panic button system.
- Met with multiple vendors regarding our printer fleet.
- Fixed Studio H camera for facilities.
- Set up a new phone for Claudia.
- Worked through our first email lockout with new security tools.
- Started researched new hotspot pricing.

Marketing

- Solicited sponsorship for 2026 programs and events
 - Sent contracts for businesses who agreed to sponsor
- Attended an Exceptional Experiences Workgroup meeting
- Attended an interview with Jimmy Jackson for his spotlight in the employee newsletter
- Attended the Financial Review
- Started the Spring 2026 Program Guide
- Finished the Inspirational Wellness Award Winner video and posted it on social media
- Created a draft budget for Rock River Rapids

Campaigns:

- 20% off DRC Annual Memberships Campaign (Jan. 1-31)
 - Put out all signage and digital signage
 - Sent out multiple emails and posted several times on social media
- Derby Recreation Commission Endowment Fund Match Campaign (Dec. 2-March 31)
 - Send thank you post cards to everyone who purchased a duck or donated to the campaign

Program Support:

- Filmed a personal training tip video with Craig
- Marketed and took pictures at Bonding Thru Board Games
- Attended the Smokin' 5K committee meeting and put together the marketing plan for the race
- Attended the OAC Family Fest meeting
- Filmed and posted a video about the Fitness Nooks Challenge

Community Involvement:

- Attended the Rotary Luncheon
- Attended the KRPA conference in Topeka

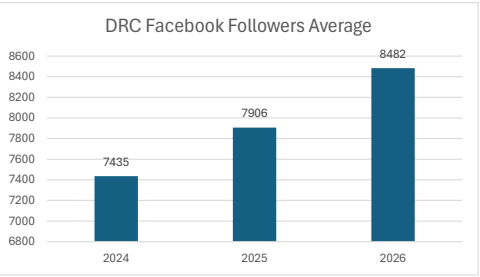
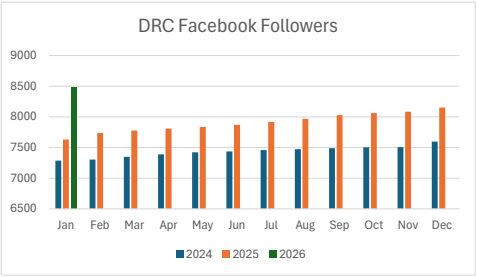
Marketing Specialist:

- Compiled content for Exceptional Experiences, monthly employee newsletter
- Created & edited a video for Newsletter: A day in the life of a pottery instructor
- Researched and created a marketing plan for LinkedIn
 - Collaborated with Laine and Jon to create blogs for LinkedIn
- Created content and posted on social media
- Helped solicit sponsorships for 2026-27 events and programs

Facebook Followers

Month	2024	2025	2026
Jan	7287	7630	8482
Feb	7303	7738	
Mar	7349	7776	
Apr	7389	7808	
May	7421	7835	
Jun	7437	7869	
Jul	7459	7917	
Aug	7473	7970	
Sep	7490	8029	
Oct	7503	8063	
Nov	7507	8085	
Dec	7596	8153	

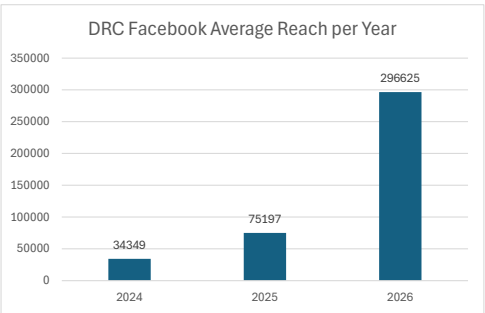
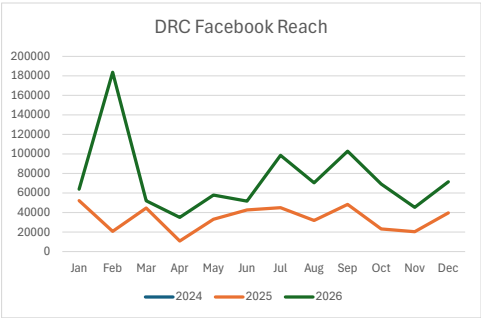
Year Avg 7435 7906 8482



Facebook Reach

Month	2024	2025	2026
Jan	52194	63884	296625
Feb	20709	183756	
Mar	44541	52128	
Apr	10796	35011	
May	33053	57802	
Jun	42578	51748	
Jul	44887	98554	
Aug	31895	70547	
Sep	48321	102936	
Oct	23233	69223	
Nov	20403	45335	
Dec	39579	71443	

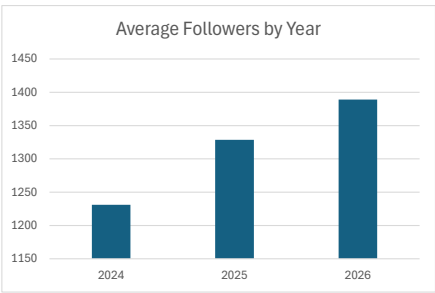
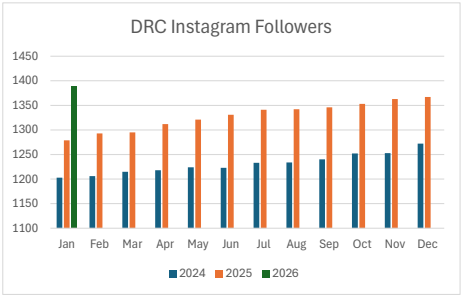
Year Avg 34349 75197 296625



Instagram Followers

Month	2024	2025	2026
Jan	1203	1279	1389
Feb	1206	1293	
Mar	1215	1295	
Apr	1218	1312	
May	1224	1321	
Jun	1223	1331	
Jul	1233	1341	
Aug	1234	1342	
Sep	1240	1346	
Oct	1252	1353	
Nov	1253	1363	
Dec	1272	1367	

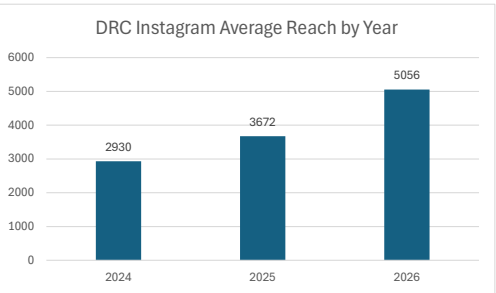
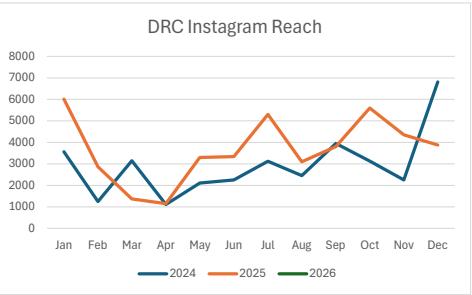
Year Avg 1231 1329 1389



Instagram Reach

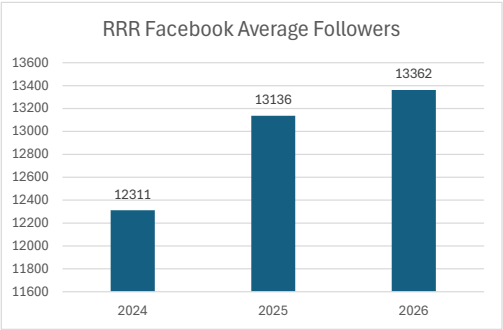
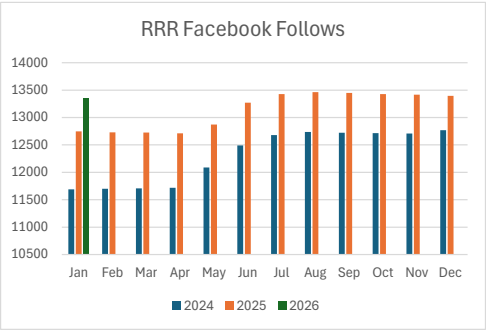
Month	2024	2025	2026
Jan	3566	6012	5056
Feb	1249	2863	
Mar	3147	1368	
Apr	1112	1151	
May	2112	3302	
Jun	2253	3337	
Jul	3125	5299	
Aug	2455	3100	
Sep	3949	3807	
Oct	3128	5597	
Nov	2255	4353	
Dec	6813	3877	

Year Avg 2930 3672 5056



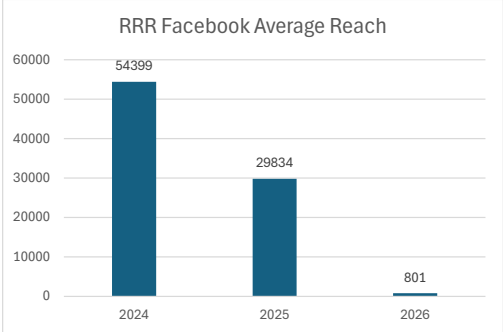
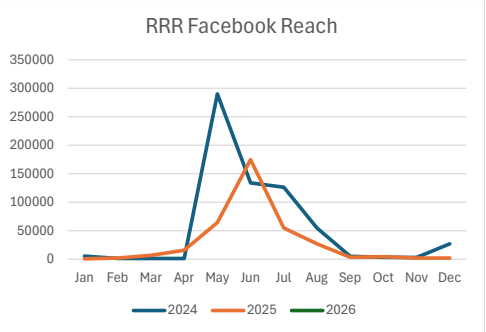
Facebook Followers

Month	2024	2025	2026
Jan	11691	12748	13362
Feb	11701	12728	
Mar	11706	12725	
Apr	11719	12711	
May	12089	12872	
Jun	12492	13270	
Jul	12680	13428	
Aug	12738	13462	
Sep	12724	13450	
Oct	12716	13429	
Nov	12707	13418	
Dec	12768	13395	
Year Avg	12311	13136	13362



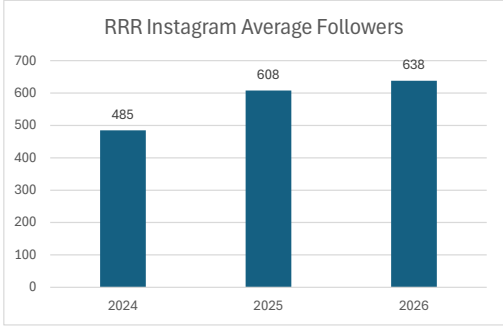
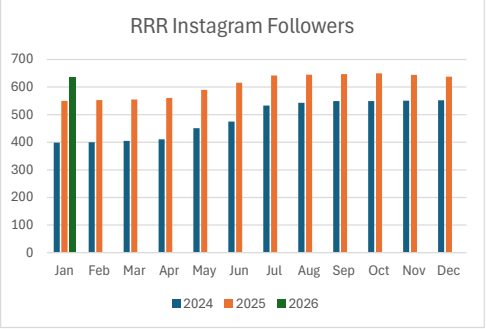
Facebook Reach

Month	2024	2025	2026
Jan	5462	686	801
Feb	1251	2110	
Mar	1284	6754	
Apr	1180	15842	
May	290000	64198	
Jun	133913	174658	
Jul	126498	54798	
Aug	54817	27154	
Sep	4935	3289	
Oct	3314	4486	
Nov	3131	1889	
Dec	27007	2146	
Year Avg	54399	29834	801



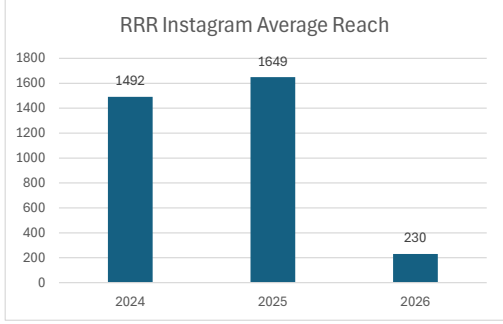
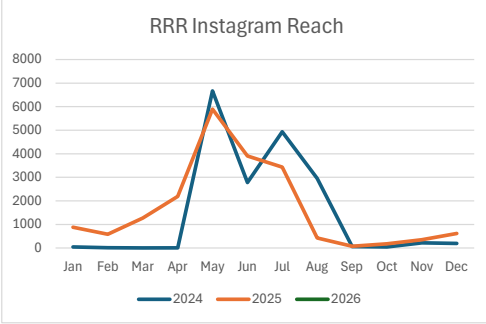
Instagram Followers

Month	2024	2025	2026
Jan	399	550	638
Feb	400	553	
Mar	405	555	
Apr	411	561	
May	451	590	
Jun	475	616	
Jul	533	642	
Aug	543	645	
Sep	549	647	
Oct	549	650	
Nov	551	644	
Dec	552	638	
Year Avg	485	608	638



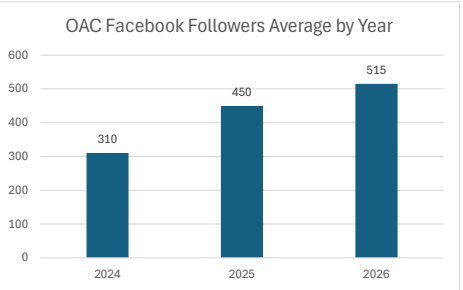
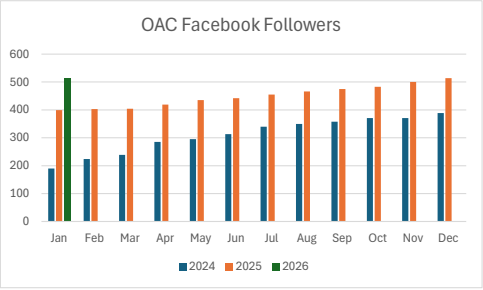
Instagram Reach

Month	2024	2025	2026
Jan	40	881	230
Feb	7	583	
Mar	6	1269	
Apr	5	2193	
May	6667	5893	
Jun	2776	3904	
Jul	4935	3429	
Aug	2954	427	
Sep	60	73	
Oct	41	180	
Nov	214	347	
Dec	193	613	
Year Avg	1492	1649	230



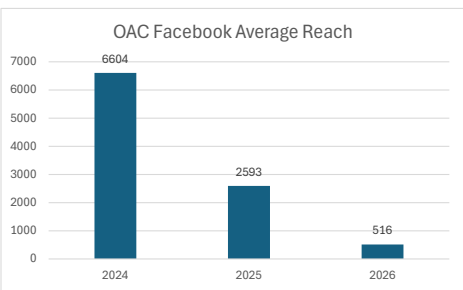
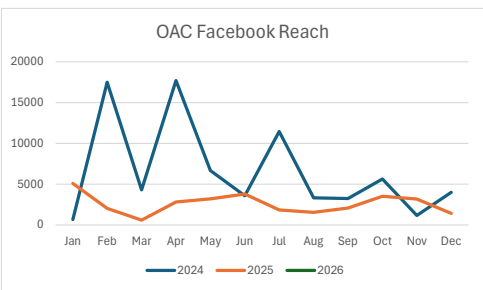
Facebook Followers

Month	2024	2025	2026
Jan	190	399	515
Feb	224	403	
Mar	239	404	
Apr	285	419	
May	295	435	
Jun	313	442	
Jul	340	455	
Aug	350	466	
Sep	358	475	
Oct	371	483	
Nov	371	500	
Dec	389	514	
Year Avg	310	450	515



Facebook Reach

Month	2024	2025	2026
Jan	660	5093	516
Feb	17505	2034	
Mar	4301	594	
Apr	17704	2822	
May	6670	3205	
Jun	3581	3801	
Jul	11452	1840	
Aug	3324	1554	
Sep	3250	2073	
Oct	5630	3508	
Nov	1166	3170	
Dec	4001	1423	
Year Avg	6604	2593	516





MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Dara Miranda, Marketing Director

DATE: January 30, 2026

RE: KRPA 2026 OVERVIEW

Dara Miranda - 2026 KRPA Conference Takeaways

At this year's KRPA conference, I learned a lot about what it means to be a leader, how to strengthen my customer service skills, and I made connections with Parks and Recreation professionals across Kansas.

One of the most impactful sessions I attended focused on solving challenges through customer service. As someone who regularly manages community feedback and inquiries through social media, this session offered practical tools for better understanding community members' perspectives and responding with greater empathy and effectiveness.

The session Everything I Need to Know About Marketing I Learned from Taylor Swift, emphasized the importance of being "customer obsessed" and intentionally building excitement around programs and events. It reinforced the idea that successful event marketing starts with knowing our community well and understanding what motivates them to engage. These concepts can be directly applied to how we promote DRC programs and experiences.

I also attended a session with several other DRC staff members that included a simple notecard activity focused on interpersonal connection and communication. It was a great, low-pressure way to get people talking, and it's something we discussed adapting for future staff trainings.





MEMORANDUM

TO: DRC BOARD MEMBERS
FROM: Chris Drum, Superintendent of Recreation
DATE: February 5, 2026
RE: AED'S IN DERBY PARK SYSTEM

DRC staff and the City of Derby staff have collaborated on the first phase of installing SaveStation AED units in Derby's park system. DRC and City staff have agreed to share the expense to install five SaveStation's (3 at Decarsky Park and 2 at High Park) for a total of \$31,387.00.

The Board approved earmarking \$10,000 in the DRC General Fund budget and we have received a match commitment from the Ruff Family for an additional \$10,000 bringing the total available DRC budget to \$20,000. The City of Derby has agreed to fund the remaining balance of \$11,387, pending Council approval on 2/24/26.

City staff assisted the DRC with researching the appropriate AED models and acquired the proposals for the SaveStation cabinets and AED units. City staff is prepared to manage the ordering of the SaveStation's and AED's and install the units within the parks.

According to data provided by the Sedgwick County Emergency Management Service there have been 28 cardiac arrest call counts in recreational or sports complexes in Sedgwick County over the last five years. We greatly appreciate the opportunity to partner with the City of Derby to offer these life-saving opportunities in our Derby Parks system.

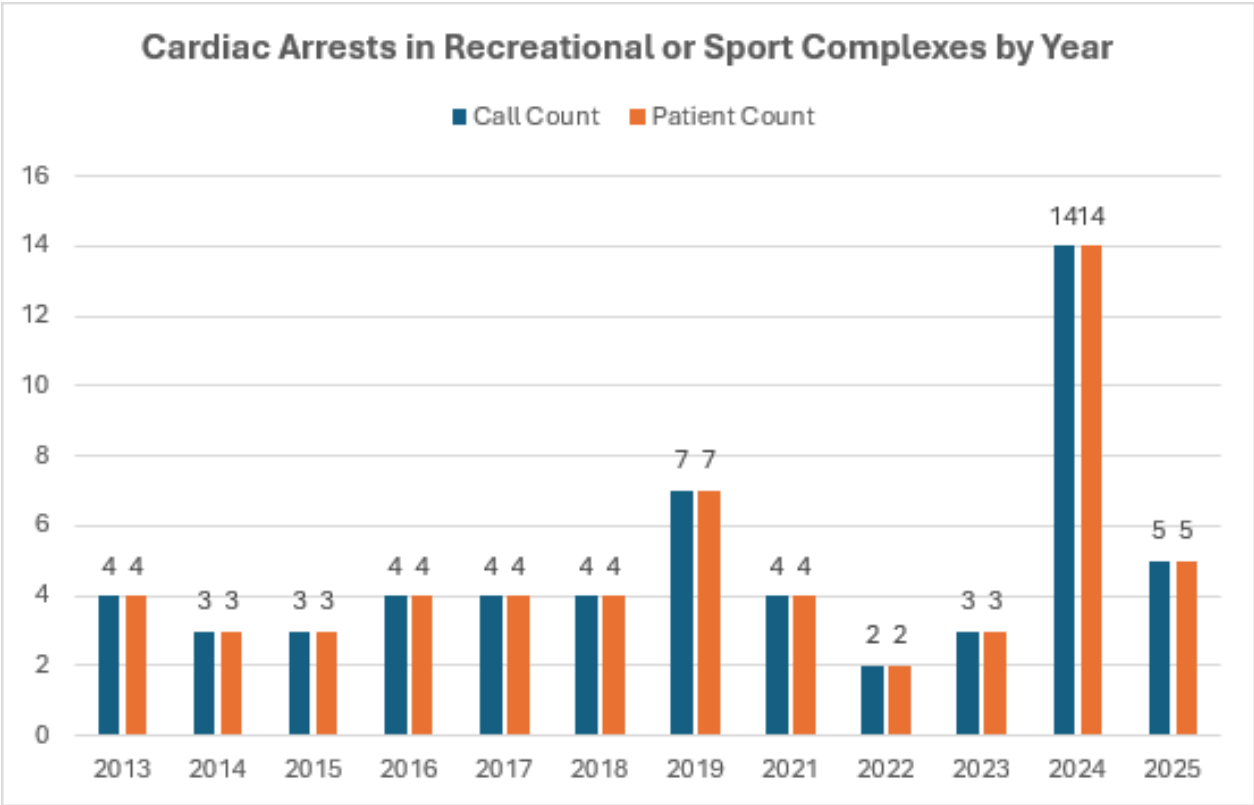
Staff recommends the Board approve the contribution of \$20,000 to the City of Derby who will order and procure payment for this project.

The City Manager intends to bring this total project to City Council for their consideration on February 24, 2026.

Attachments:

Report from Sedgwick County
SaveStation Features





Source: Sedgwick County EMS



Protection 24/7

SaveStations can now be placed outdoors in high traffic public places, providing the public with unprecedented access to life-saving AEDs.



REMOTE MONITORING

Sensor monitoring the presence and ready status of the AED and the cabinet climate.

CONNECTIVITY

Connection through wireless communication.

REAL-TIME REPORTING

Immediate notifications via email/SMS.

CABINET LIGHTING

Integrated light sensor to illuminate the cabinet.

PHOTO CONTROL

Infra-red photo control when cabinet is opened.

LCD SCREEN

Operational status visual at all times for manual checks via integrated LCD screen.

ALARM

Audible alarm and visual warnings triggered on door opening (70 dB at 1 metre, and flashing red LEDs).

TEMPERED GLASS

Impact-resistant transparent polycarbonate door with surface treatment to minimize greenhouse effect.

POWER

24V DC convertor - SELV (Safety Extra-Low Voltage).

REGULATED HEATING AND VENTILATION

Maintains positive temperature of AED with ventilator fan and convector heating device.

BACK-UP POWER

Rechargeable back-up battery for essential functions in the event of a power supply failure.

 **SAVESTATION®**
The Power to Save a Life.

1-833-728-7828 (SAV STAT)



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 6, 2026

RE: CREDIT CARD FEE REVIEW

Background: The DRC currently uses World Pay for its credit card processing. The DRC has used this vendor for numerous years. Credit Card data is housed on World Pay networks so the DRC exposure in terms of credit card data is limited. Prior to that, credit card data was housed on DRC servers and was more vulnerable to loss of data. In fiscal year 24/25, the DRC did about \$1.627 million (non-RRR) of total credit card business and paid \$55,348 in vendor fees. This translates to a 3.4% functional rate. The DRC operates four distinct accounts, an OAC account, a RRR account, an account for online “E-commerce” and an account for the DRC and Hubbard Center combined (because the DRC and the Hubbard are connected via fiber and on one network they are one account).

Xplor (the DRC Recreation software) produces a vendor list citing vendors that are compatible with Xplor. Administration conducted a price review with its current vendor World Pay and approached two additional compatible vendors; Xplor and Bank of America. Xplor has recently created its own “in-house” processor and DRC requested prices from them.

Account Continuity: One key element to understand is the importance if at all possible to avoid disruptions in our autopay membership agreements. If, by switching vendors, the DRC is required to discontinue its autopay credit card payments and re-start them with another vendor, it will take some time to transfer memberships and would require action on behalf of our customers. At a minimum there would be some revenue lost with time between cancellation and renewal. Some of our customers would take that opportunity to discontinue memberships altogether or consider other options. This could impact revenues significantly. Staff went through this scenario with the transition to Xplor. In spite of strategies to reduce financial impact, there were accounts and revenue lost as a result of the transition. If a seamless transition is not possible, there will likely be financial ramifications both short term and long term as it will take time to rebuild that autopay base.

DRC staff initiated a conversation with World Pay on the issue of account data continuity. We have received assurances that data can be transferred without interrupting member accounts but there is always some non-zero risk of interruptions. Staff believes the risk is relatively low, but the consequence of account disruption would be significant. The DRC has experienced vendor representations over the years that turned out to be less than accurate. This is to underscore that staff feels a strong incentive would need to be in place in order to make a change.

Transition: There is a fee from World Pay to transfer data to another vendor that, based on our volume of business, would be around \$2,000. Additionally a vendor transfer would involve purchase of new terminal hardware of around \$9,000.

Vendor Price Review: The three vendors were asked to develop price proposals based on past DRC credit card interaction data provided to them by staff. Bank of America provided percentage fees and per transaction fees that differed based on the type of transaction (swipe dip or tap, e-commerce or keyed entries). DRC performed some analysis of these prices based on differing transaction amounts and found it highly likely that Bank of America's rates would land at or above the net 3.4% rate currently being experienced with World Pay. Staff does not feel there is any savings to be found with Bank of America at these rates.

Both World Pay and Xplor provided savings estimates per location and DRC staff did some further analysis of those bids. Both provided some savings opportunities. Staff estimates with World Pay price review to have the potential to save around \$8,600 (15.5%) annually in credit card fees from their proposals (based on similar levels of business). Staff estimates about \$14,000 (25.3%) in savings from the Xplor proposal.

Recommendation: Staff reviewed some users of Xplor pay and these users reported Xplor to be responsive and providing quality service. Staff has experienced quality service from World Pay so therefore feels it can represent both as capable vendors to the Board. The Xplor proposal on its face is the stronger one, representing about \$5,400 annually in savings. A transition to Xplor would require about \$11,000 in one time up front transition costs so it would take around 2 years for the Xplor proposal to realize savings vs the World Pay proposal. Transition to Xplor would take significant staff time and would also have some risk of disrupting account continuity. Additionally we have some concern with our processing vendor also doubling as our Rec software vendor. This arrangement may potentially lead to some disincentive when considering transition on the Rec Software side.

Based on the relatively small relative benefit of transition to Xplor in relation to World Pay and in light of some of the administrative overhead and risk with transition, staff recommends accepting the World Pay price review. Additionally, the Superintendent has directed staff to initiate a price review with our Credit Card processor once every two years.



801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Dara Miranda, Director of Marketing

DATE: February 5, 2026

RE: WINTER MARKETING CAMPAIGN RESULTS

Attached is a presentation highlighting the final numbers and results of the 2026 winter membership campaign.



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.



DERBY RECREATION

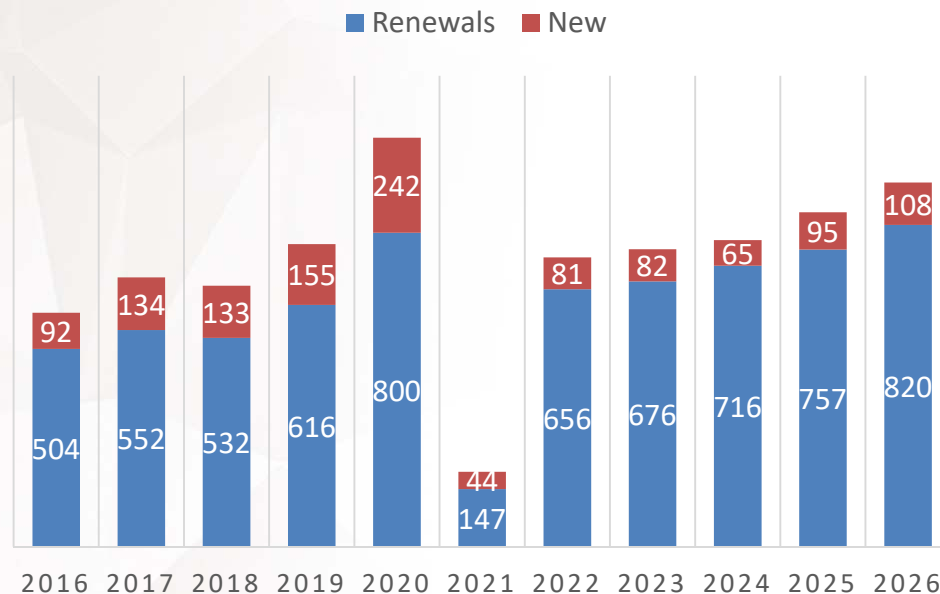
COMMISSION

2026 Winter Campaign – 20% Annual Memberships





Purchase Results



- 2nd Highest January Since 2016: 928 annual membership packages
- 8.9% YOY
- January 2026 Rev.: \$406,452 (7.8% YOY)
- YTD 25-26: \$865,535 (3.6% YOY)



Campaign Run: December 30 – January 31

KSN Media Buys - \$3,200

Digital Billboard - \$1,800

Best of Kansas - \$1,995

Social Media - \$2,230

Internal Channels - Time

Total Campaign Expenditures: \$9,225





KSN Media Buys

OTT Tv Ads: 30 secs. 34,317 impressions

- Roku, Amazon, Samsung, Apple TV

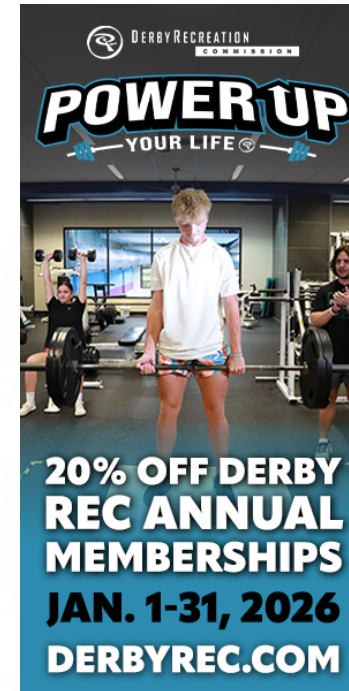
Display Advertising – 67,552 impressions

Geofencing – 39,246 impressions

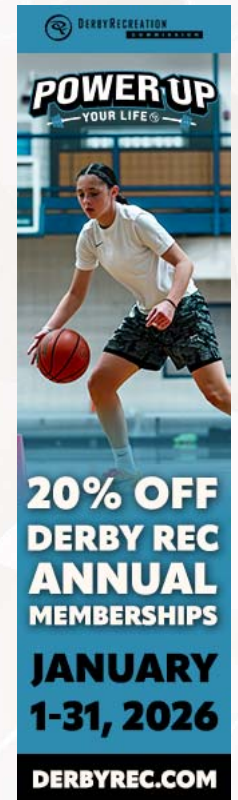
- Mulvane Rec, Haysville, Rec, Planet Fitness, South YMCA

Pre-Roll– 19,988 impressions

- Yahoo.com, TheGuardian.com, The Weather Channel



20% OFF DERBY RECREATION
ANNUAL MEMBERSHIPS



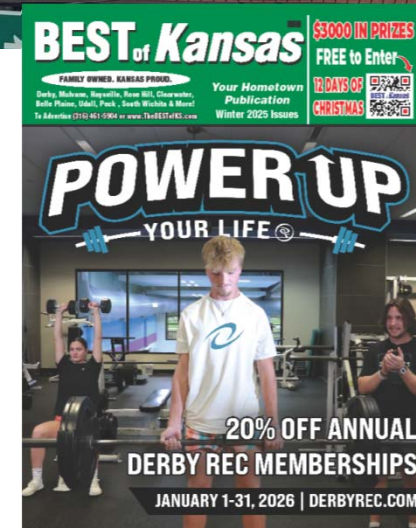


Billboards

- 4 week run – January 5 – January 31
- K15 and 47th
- 2,517 plays/day
- 70,479 plays = 1.8m impressions

Best of Kansas

- Cover for southern route: Derby, Mulvane, Haysville, Rose Hill, Douglass, Clearwater, Belle Plaine, Udall, Peck, South Wichita





Paid Social Media

Meta Ads: Facebook and Instagram

- Week 1: 99,329 views / 1,369 clicks
- Week 2: 54,873 views / 1,136 clicks
- Week 3: 77,728 views / 938 clicks
- Week 4: 143,125 views / 1,570 clicks





Internal Marketing

- E-Posters in DRC
- X-banners in DRC
- DRC Lobby Poster
- Parking Lot Banners
- DRC LED signs
- Fire Station LED sign
- Emails through Constant Contact
- Website Promotion
- Program Guide
- Hourly overhead announcements

DERBY RECREATION
COMMISSION

POWER UP

YOUR LIFE

**20% OFF DERBY REC
ANNUAL MEMBERSHIPS
JANUARY 1-31, 2026**

**NOT TIME TO RENEW?
NO PROBLEM!**

Take advantage of the savings and add 12 months to your existing membership.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Darcie Parkhurst, Director of Facilities

DATE: February 5, 2026

RE: INDOOR POOL DECK SPECIFICATION RECOMMENDATION

Background

Staff and the Facilities Committee have made good progress researching numerous options and considerations for the DRC Indoor Pool deck project. During budget preparation and approval, the Board directed staff to conduct extensive research and consider as many options as possible to replace the aging tile. The original tile from the 1994 installation has served our community and pool users well, however it can no longer hold up to the significant foot traffic, continues to deteriorate beyond acceptable repair, and no longer meets our facility standards. Staff partnered with Waters Edge Aquatic Design to research numerous options and develop cost estimates of various surface materials. Additionally, Waters Edge is contracted to develop specifications, timelines, and contractor agreements for the project.

On 1/16/23 the Facilities Committee met with Waters Edge Aquatic Design to review the research of various surfaces and estimated costs of each surface material and associated labor requirements. In total eight surface material options were researched and reviewed with the committee.

Considerations

The Facilities Committee and Waters Edge evaluated the following:

Pool Deck Surface Materials

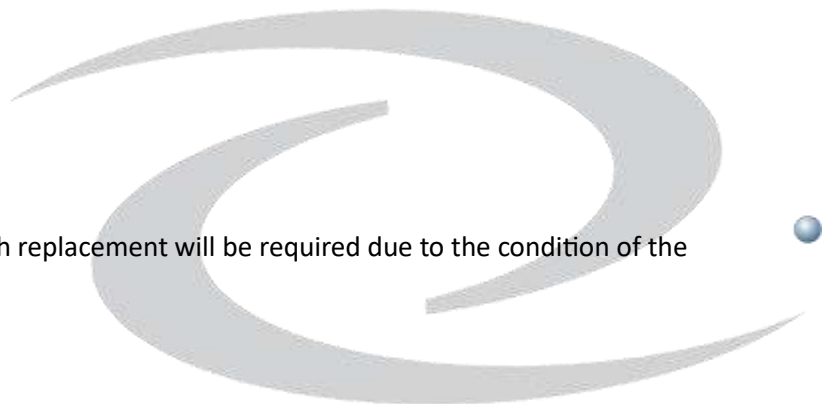
- Tile
- Vinyl Overlay
- Composite Decking
- Epoxy
- Life Floor
- Aqua Tile
- SunDeck
- Texture-Dek

Trench Drain Replacement

- Grate Replacement
- Full Trench Replacement – a full trench replacement will be required due to the condition of the existing trenches.

Gutter Grate Replacement

- Multiple Styles/Configurations



After careful examination of all options explored by Waters Edge and the Committee the following observations were made:

- Surface materials such as Tile and Life Floor would likely exceed the budget. Additionally, the committee had significant concerns with the durability of the Life Floor product.
- While Composite Decking was provided as an option, Waters Edge has not experienced this product being installed indoors and cannot confirm its functionality in indoor pool environments.
- The Vinyl product could be rolled over the existing tile which was attractive from a budget perspective however there are concerns with excessive wear and slick surfaces in high traffic areas.
- The Aqua Tile product is very similar in nature to Life Floor with similar concerns from the Committee. Life expectancy is only expected at 5-10 years. Additionally, this product is priced similar to more durable surfaces with longer life expectancies.
- The Epoxy surface is non-porous and resistant to harsh chemicals. It's a popular option in current designs and is durable in high traffic areas. It cannot be installed on vertical surfaces therefore an alternate surface would be required over the gutters around the pool perimeter. Life expectancy is 20 years.
- SunDeck is a durable concrete coating which can be placed over the existing tile. Life expectancy is 10-15 years.
- Texture-Dek is acrylic based with a non-skid surface. Estimated life expectancy is 10-15 years.

Takeaways

- Tile and Life Floor would likely exceed the budget.
- Composite Decking is not recommended for indoor environments.
- Vinyl is likely to wear quickly creating slick spots.
- Aqua Tile only has a life expectancy of 5-10 years and is priced comparable to more durable products.
- Epoxy, SunDeck and Texture-Dek have comparable expected costs with Epoxy leading the way in durability, functionality and life expectancy. Waters Edge received a Rough Order of Magnitude (ROM) from a qualified contractor for \$265,000 which includes the full trench replacement.

Based on these considerations and takeaways, the Facilities Committee directed Waters Edge to proceed with the following for Board consideration:

- Develop pool deck reconstruction specifications to include:
 - Removal of existing deck tiles
 - Installation of epoxy surface with a tile band around the perimeter of the pool above the gutters.
 - Replacement of the full trench drain.
 - Drywall Repairs

- Develop a Contract for Construction to include:
 - Comprehensive Job Requirements
 - Add Alternate Bid for gutter grates
 - Add Alternate Bid for an extended warranty

Recommendation

The Facilities Committee recommends the Board authorize the Superintendent to finalize Project Specifications and the Contract for Construction with Waters Edge and direct Waters Edge to solicit bids to qualified contractors on behalf of the Derby Recreation Commission.

Attachments:

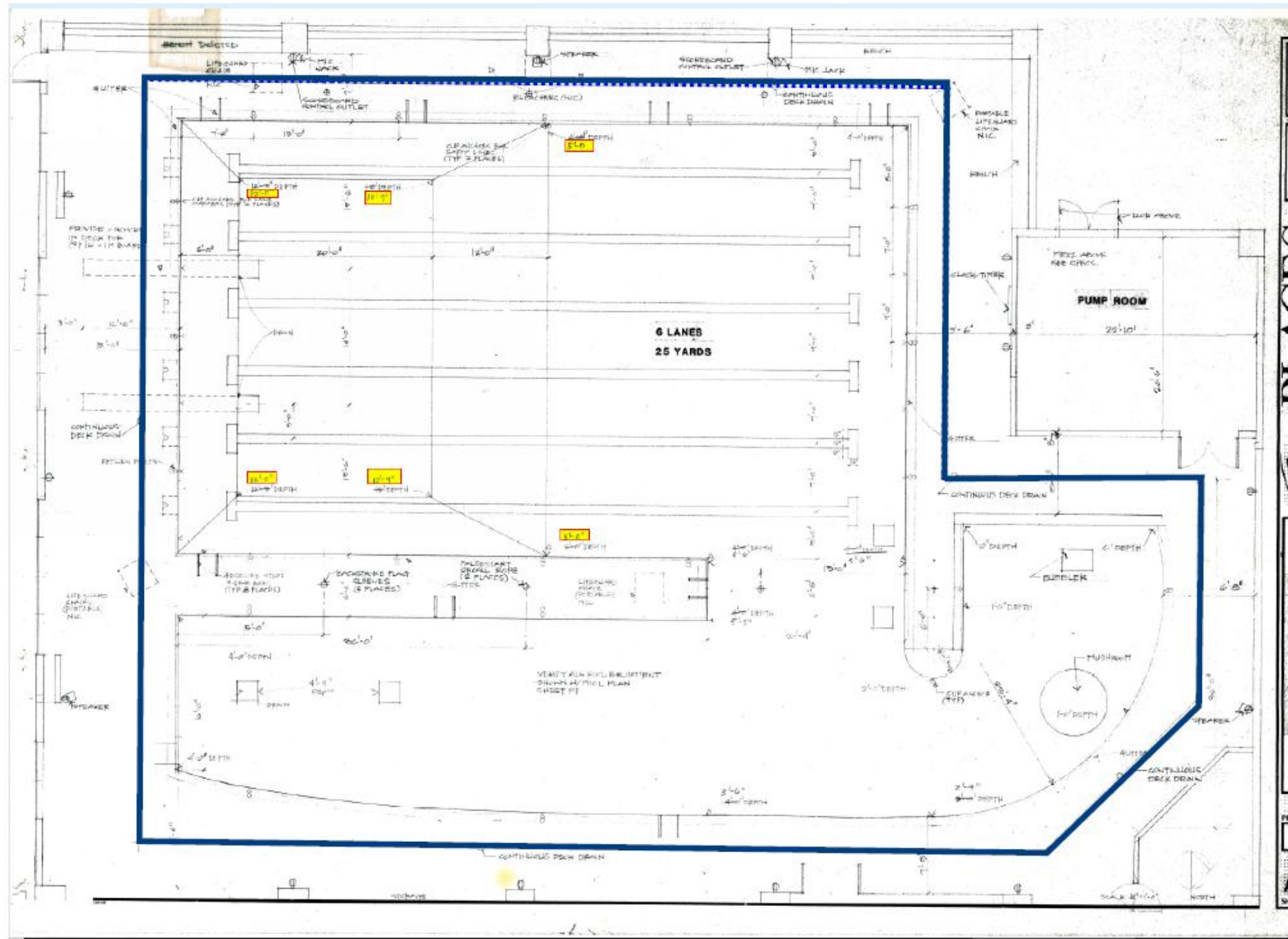
Deck Replacement Options Slide Show
Deck Replacement Detail Drawings
Deck Replacement Specifications

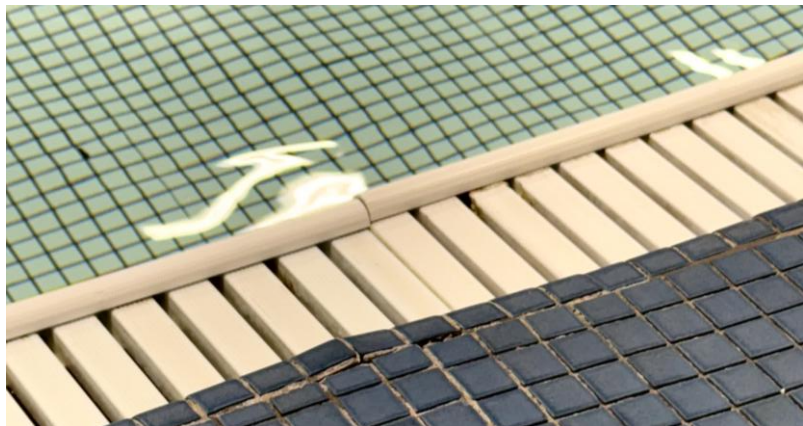
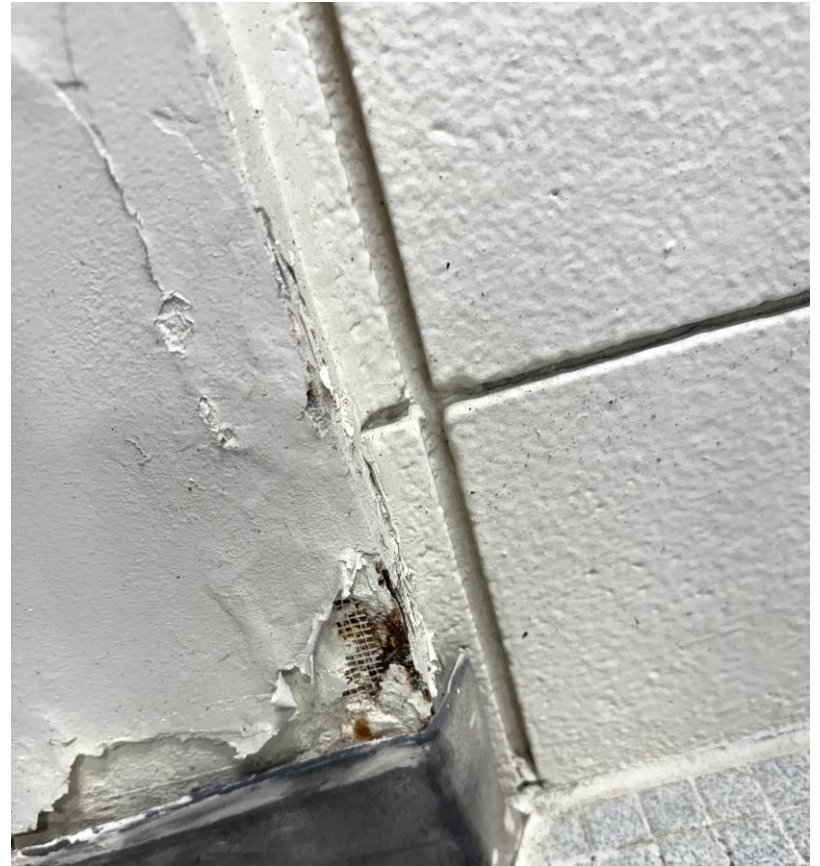
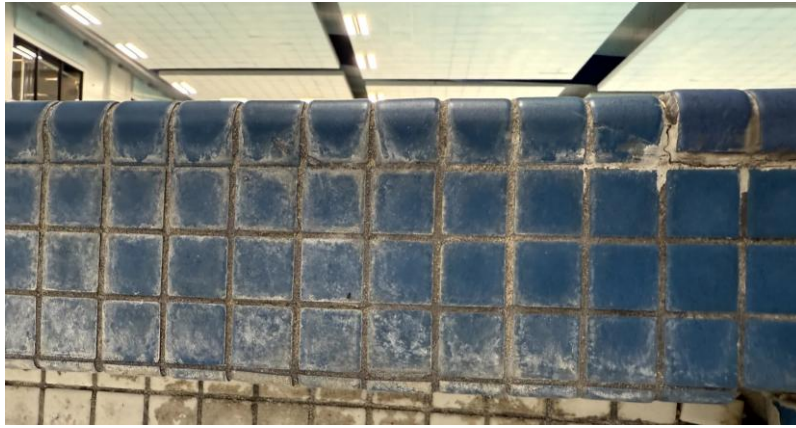
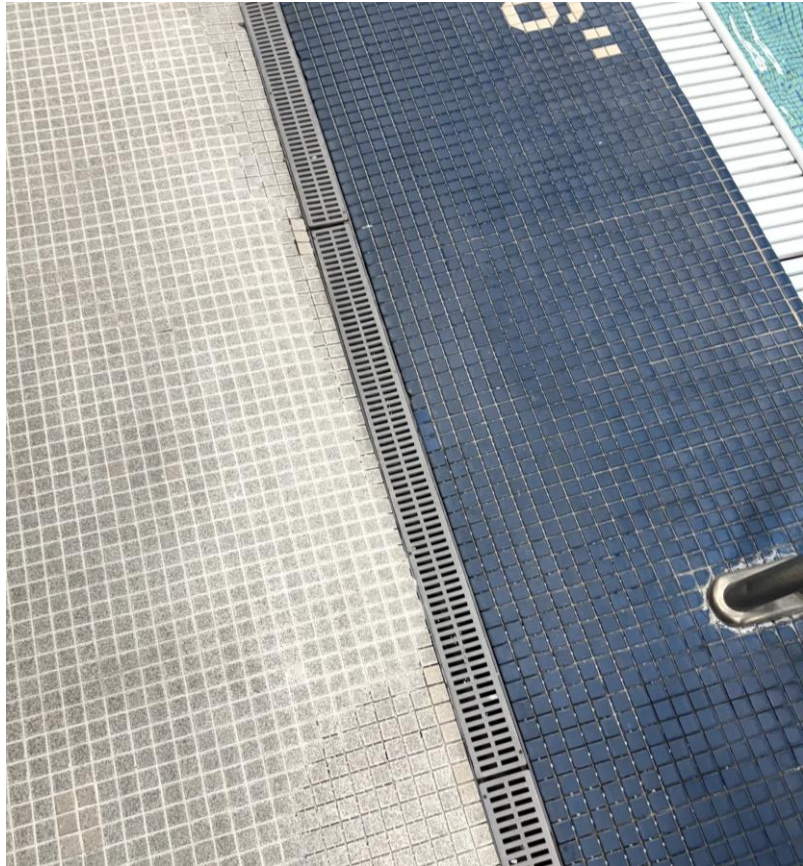
Derby Recreation Center

Deck Replacement Options

January 2026







Current Conditions

Items to Consider with Options

Some Options Will Require Full Removal of Tile

Some Work Better with Existing Gutter

All Options have Expected Life of up to 10 Years with Proper Maintenance

Deck Drain Replacement? New Grates?

Tile Replacement

- Replace Existing Tile with New
 - 1-inch or Larger
 - Creative Patterns and Colors
 - Estimate: \$350,000 - \$450,000
 - Can include/exclude deck drain replacement
 - Maintains current design
 - Estimated Life Expectancy: 20+ years
-



Vinyl

- Can Roll Over Tile
 - 10-year warranty
 - Can be Rolled Over Existing Tile
 - Estimate: \$125,000 - \$175,000
 - Concern with wear and need for repairs
 - Slick surfaces in high traffic areas
 - Estimated Life Expectancy: 10 – 15 years
-



Composite Decking

- Waterproof/Corrosion Resistant
 - Slip Resistant
 - Durable and Low Maintenance
 - Rarely Used Indoor
-
- Estimate: \$240,000 - \$340,000
-
- Major departure from current setup
 - Standing water would be a concern
 - Estimated Life Expectancy: 15+ years
-



Epoxy

- Soft or Pebble Surface
- Non-Porus Surface/Chemical Resistant
- Durable – Perfect for High Traffic
- Estimate: \$260,000 - \$375,000
 - Current ROM from contractor for \$265,000
 - Includes Trench Drain Replacement
- Proper Installation is Paramount
- Very popular option in current designs
- Estimated Life Expectancy: 20+ years



LifeFloor

- Customizable Tile Surface
 - Cushioned- Slip Resistant
 - Tiles can be Replaced as Needed
 - Estimate: \$500,000 - \$625,000
 - Must Use Specific Cleaning Products
 - Increase in Maintenance Effort
 - Estimated Life Expectancy: 15 – 25 years
-



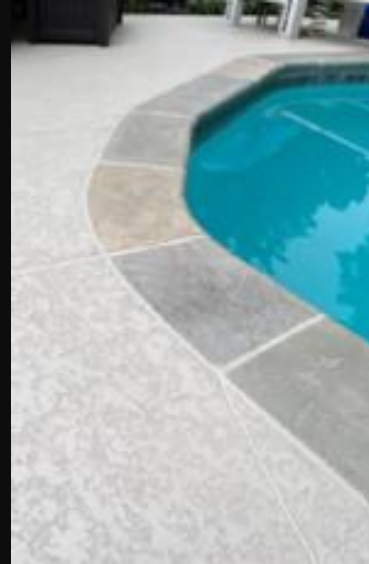
Aqua Tile

- Customizable 3/8" Tile
 - Cushioned- Slip Resistant
 - 5-Year Warranty
 - Estimate: \$250,000 - \$325,000
 - Similar to LifeFloor
 - Replaceable Tiles
 - Estimated Life Expectancy: 5 – 10 years
-



SunDeck

- Durable Concrete Coating
- Variety of Textures and Colors
- Can be Placed Over Existing Tile
- Estimate: \$225,000 - \$285,000
- Can be used for Vertical Surfaces
- Easy to clean
- Estimated Life Expectancy: 10 – 15 years



Texture-Dek

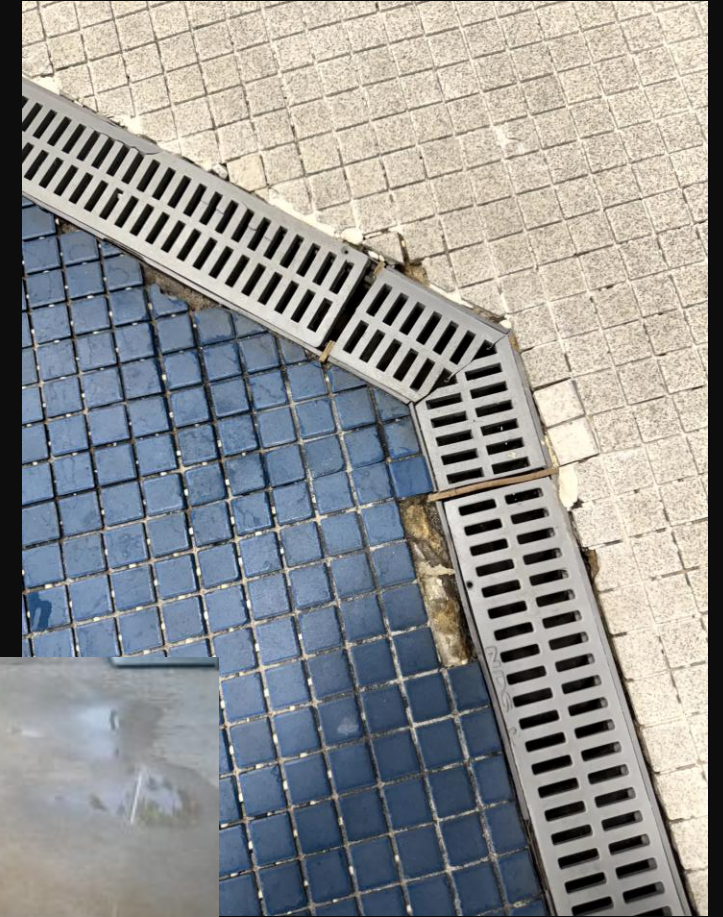
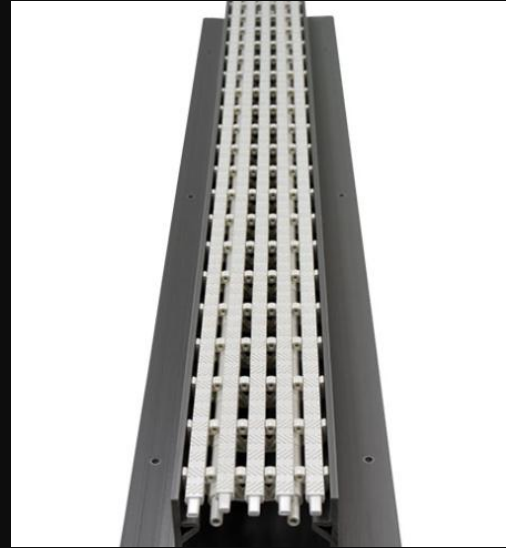


- Acrylic Based
- Variety of Textures and Colors
- Non-Skid Surface
- Estimate: \$225,000 - \$285,000
- Can be Placed Over Existing Concrete
- Estimated Life Expectancy: 10 – 15 years



Trench Drain Replacement

- Grate Replacement
- Full Trench Replacement
- Estimate \$65,000 - \$90,000 (Full)
- Estimate \$10,000 - \$15,000 (grate only)



Gutter Replacement

- Grate Replacement
- Bid Alternate
- Estimate \$70,000 - \$100,000



Combination Tile/Epoxy



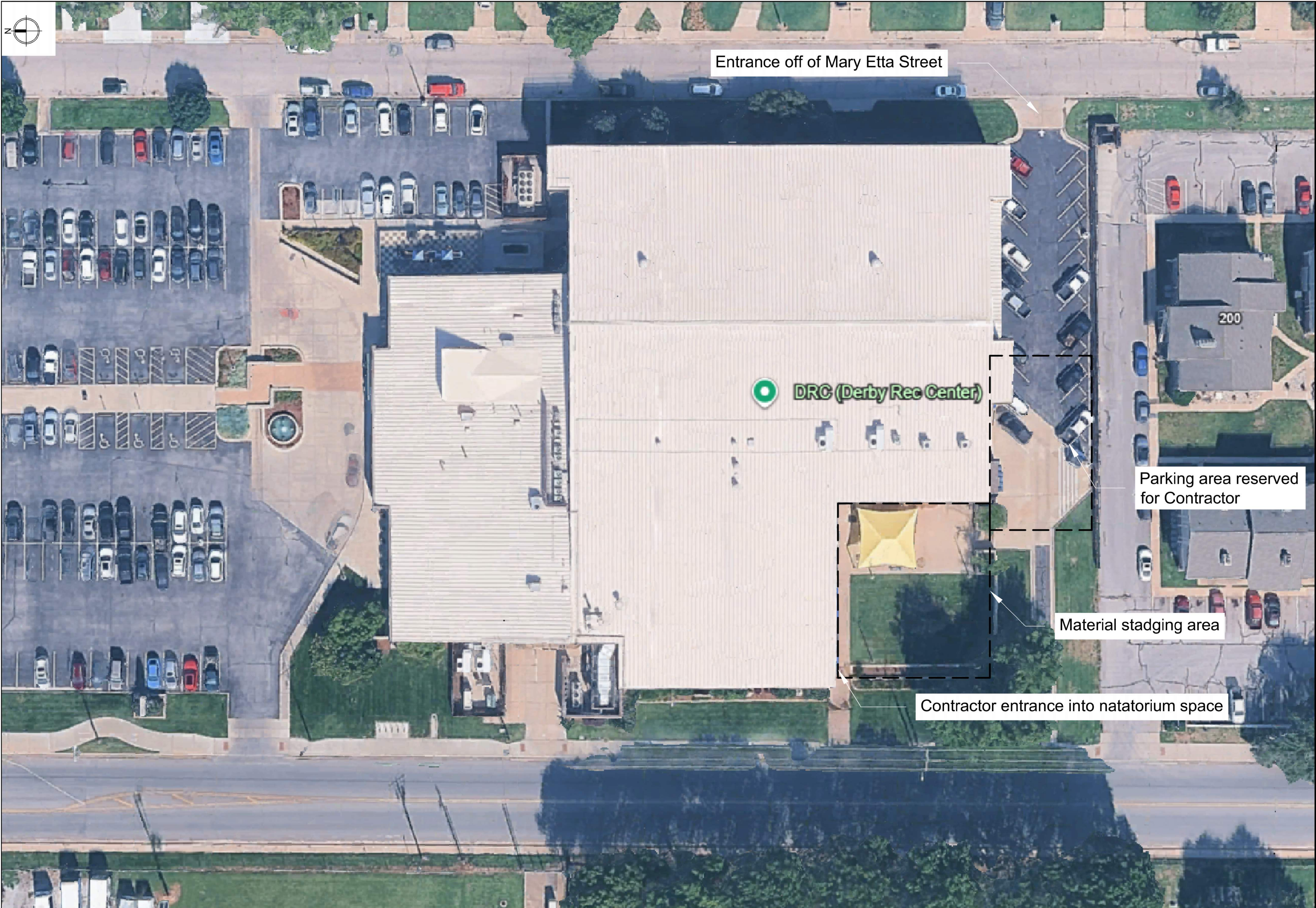
Possible Vendors

- Mid-America Pool Restoration (Texture-Dek)
- SunDeck Wichita
- BigRED Decorative Concrete
- Higgins Concrete Coatings

- General Contractors
 - Dondlinger
 - McCown Gordon
 - Hutton
 - Simpson

Points to Consider

- Length of Repair
- Overall Cost
- Combination of Deck Repair and Gutter Tile Replacement
- Maintenance Considerations
- Overall Look for DRC Guests
- Any Operational Concerns



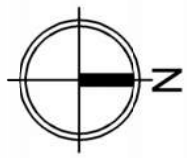
DERBY SWIMMING POOL
IMPROVEMENTS
DERBY, KS - 2026

Revisions:		
#	Description	Date
Seal:		
JEFF BARTLEY-ENGINEER LICENSE #15116		
Date: 01-30-2026	Job #:	25-527
Drawn: TKB	Checked:	JAB
Issue: CONSTRUCTION DOCUMENTS		

SITE PARKING
& STADGING
PLAN

SP-P0

Waters Edge Aquatic Design
© 2026



Contractor entrance

Exterior wall

All pool deck tile in natatorium space to be demo'd
~ Remove all existing tile, grout, membrane and
topping by grinding or other approved methods

Exterior windows

Remove existing climbing wall feature

Existing Pool

Remove tile and concrete fill in tank hatch lid

Exterior wall

All tile on top of bulkhead end cap to be removed
~ 6" Tile band around bulkhead cap to be removed to
match demo of vertical pool wall tile band

Existing trench drain to be removed.
~ Saw cut concrete 7" on either side of trench drain
(1'-6" wide trench) for installation of new trench drain

Interior wall

Existing Filter Area

Demo damaged
drywall on (2)
columns to be
replaced

DEMOLITION GENERAL NOTES

- Before beginning work on site, Contractor shall inspect existing site. Determine extent of demolition of items identified on plans to be removed and / or reinstall.
- All pool ladders, diving stands, starting platforms, ADA lift, and pool features are to be protected, removed if needed for construction, and reinstalled.
- Verify all existing conditions, dimensions, quantities, and elevations.
- All existing pool basin, pool deck, trench drain, pool equipment/features, and building are drawn at approximate locations from as built drawings provided by the City of Derby
- Any existing items that are not involved in construction are to be protected during construction. The Contractor is responsible for repairing and any damage caused by construction operations. Repair or replace any walls, floors or any related equipment or items damaged as a result demolition or construction. Match existing finish for construction.
- In general, but not in its entirety, items shown in red are demolition items for clarity, relative to existing items

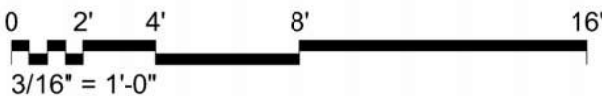
ALTERNATE BID ITEMS

1. Pool gutter grating/handhold to be replaced with approved match of existing grating/handhold

BASE BID ITEMS TO BE COMPLETED BY CONTRACTOR

- Demo all pool deck tile and replace with epoxy flooring
- Demo pool wall tile above gutter grating and replace
- Sawcut our existing trench drain and replace with concrete formed drain and PVC grating
- Remove existing climbing wall features
- Cut out an repair damaged drywall on support columns
- Provide new ceramic depth/warning markers

A POOL DEMO PLAN
Scale: 3/16" = 1'-0"



DERBY SWIMMING POOL
IMPROVEMENTS
DERBY, KS - 2026

Revisions:

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Seal:

JEFF BARTLEY-ENGINEER
LICENSE #15116

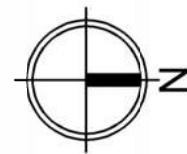
Date: 01-30-2026 Job #: 25-527

Drawn: TKB Checked: JAB

Issue: CONSTRUCTION DOCUMENTS

POOL
DEMO
PLAN

SP-P1



Contractor entrance

Epoxy flooring at door transition
~ See Detail E-SP-P3

Provide epoxy coating for pool deck
~ Verify thickness and application with mfr.

Provide new tile on vertical pool wall, deck overhang,
and (2) 6" tile bands around entire pool perimeter
~ See Details A-C-SP-P3

Epoxy flooring at exterior
windows transition
~ See Detail E-SP-P3

Existing Pool

Provide new 6" Depth/Warning markers
~ See Legend this Sheet

Fill in hatch lid with epoxy flooring

Trench drain concrete base outline

Provide new concrete trench drain
and 6" PVC grating
~ See Detail B-SP-P3

Tile on top and 6" tileband for bulkhead end to be
replaced with all new 1" tile to match existing

"CERAMIC TILE"
DEPTH/WARNING MARKERS

1. Ceramic tiles shall be imbedded flush into concrete pool deck
2. Depth markers shall be located at 25'-0" O.C. max. spacing (Depth markers on vertical wall - if req'd - shall be located as indicated on plan)
3. No Diving markers shall be located at 25'-0" O.C. max. spacing
4. Contractor shall verify location of depth markers at proper water depth ~ Saw cuts shall be 6" min. from ceramic tile edge
5. Depth/warning markers on deck shall be placed to be read from deck (not from pool)

A	0'
B	1'-0"
C	2'-4"
D	3'-6"
E	4'-0"
F	4'-6"
G	5'-0"
H	10'-0"
I	12'-0"
J	ADA Lift
K	

Existing Filter Area

Epoxy flooring at door transition
~ See Detail E-SP-P3

Repair damaged drywall and metal bracing on columns
~ See Detail D-SP-P3

DERBY SWIMMING POOL
IMPROVEMENTS
DERBY, KS - 2026

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POOL
IMPROVEMENT
PLAN

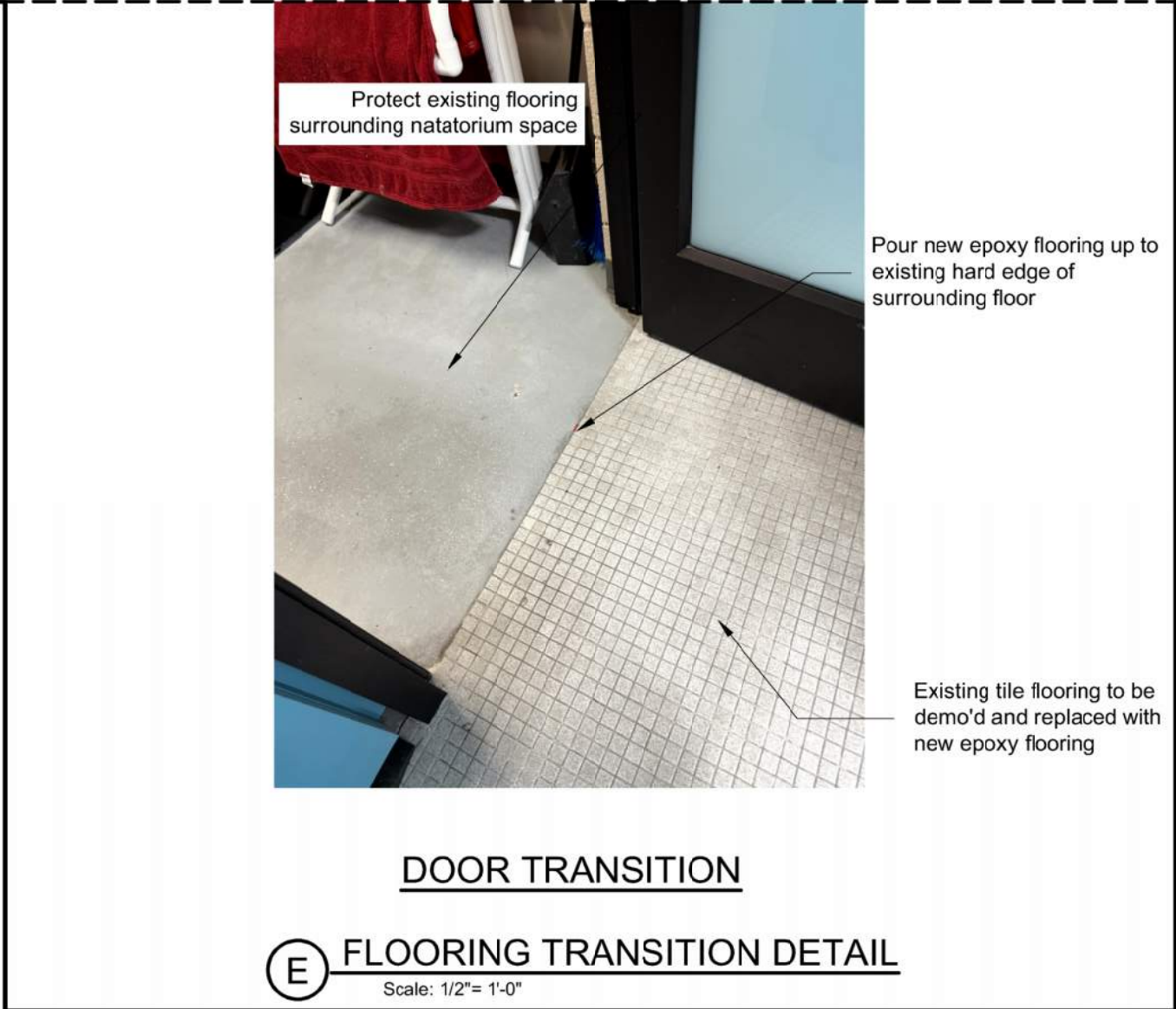
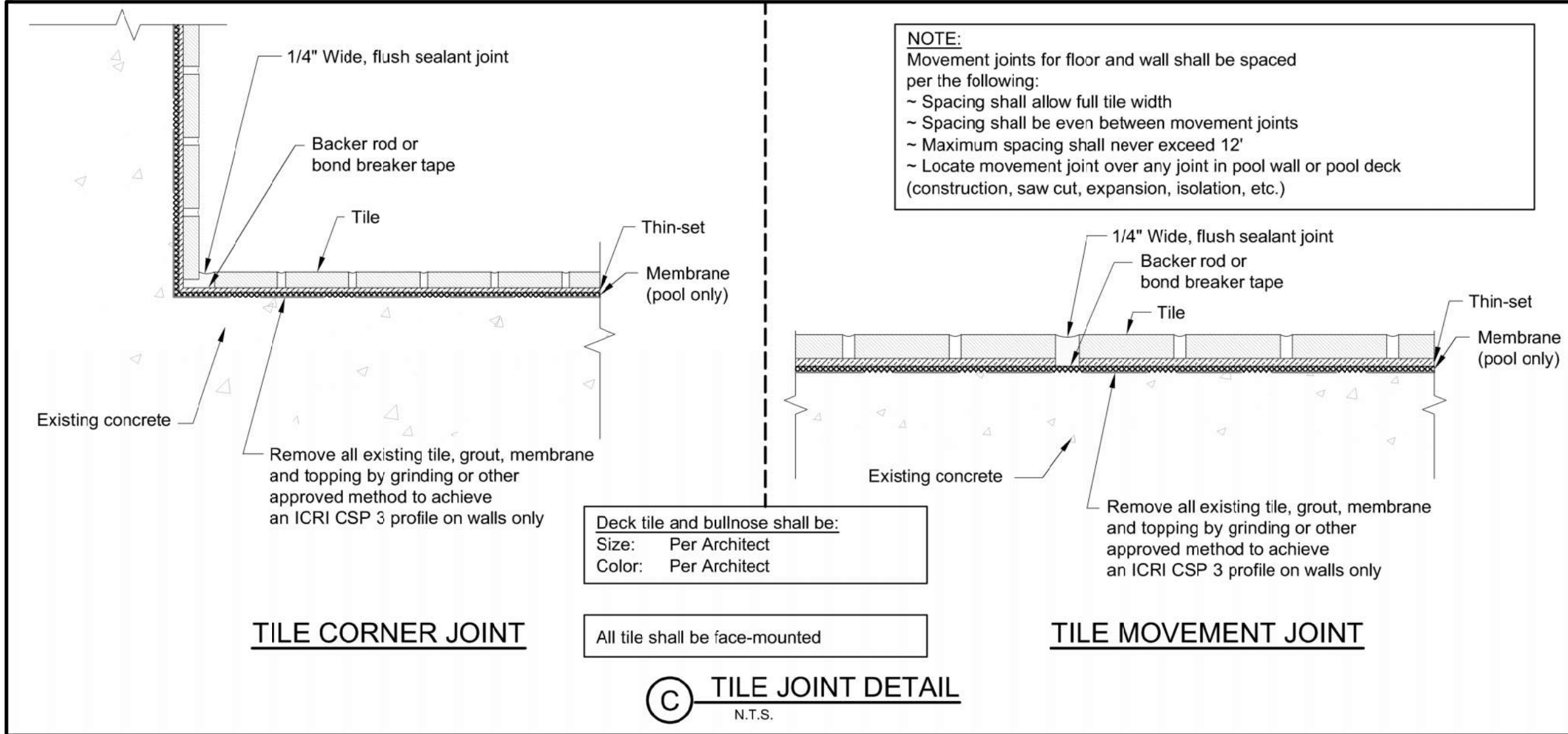
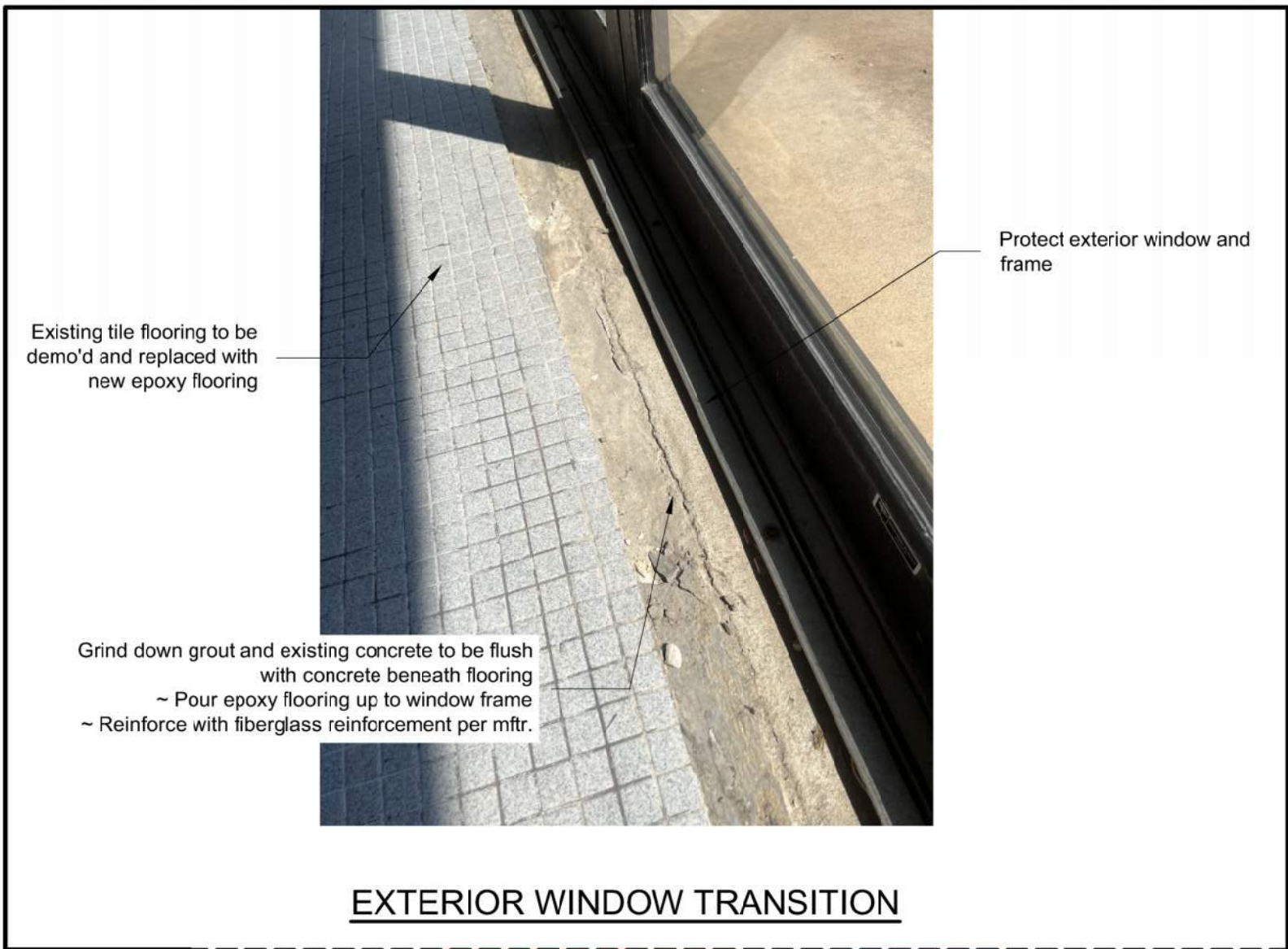
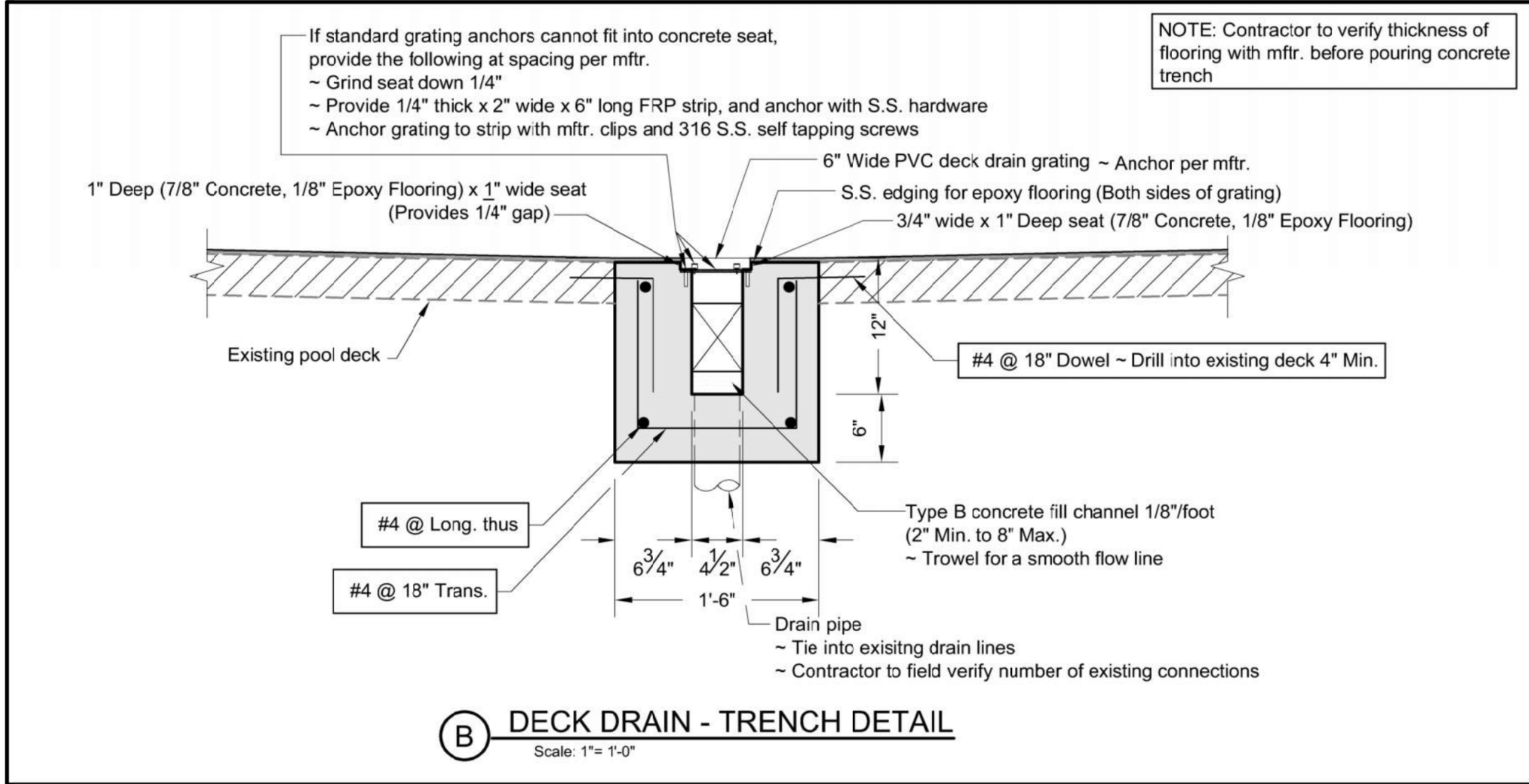
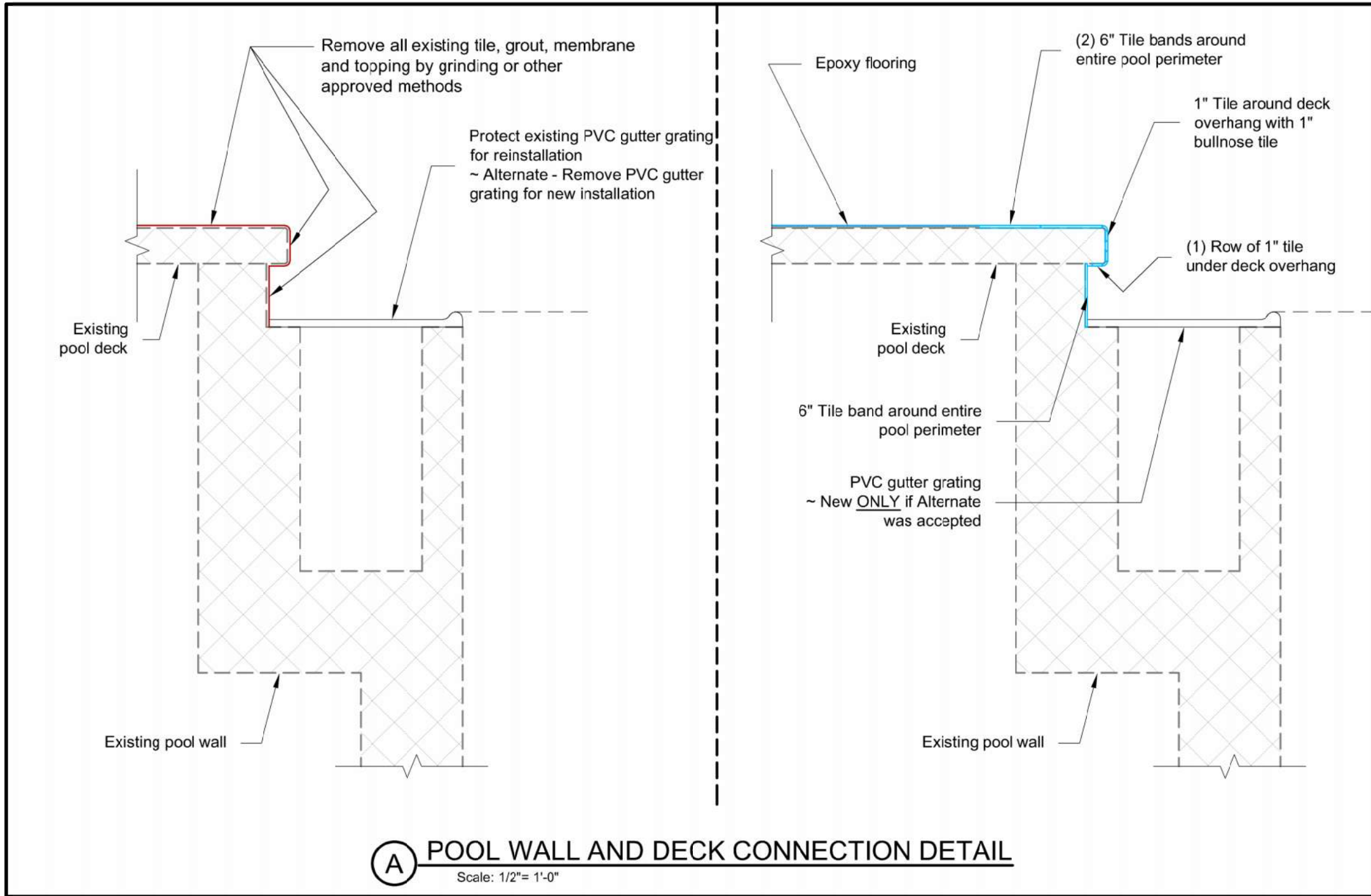
SP-P2

ALTERNATE BID ITEMS

1. Pool gutter grating/handhold to be replaced with approved match of existing grating/handhold

GENERAL NOTES

- Verify all existing conditions, dimensions, quantities, and elevations.
- All existing pool basin, pool deck, trench drain, pool equipment/features, and building are drawn at approximate locations from as built drawings provided by the City of Derby



DERBY SWIMMING POOL
IMPROVEMENTS
DERBY, KS - 2026

Revisions:

Description Date

Seal:

JEFF BARTLEY-ENGINEER
LICENSE #15116

Date: 01-30-2026 Job #: 25-527

Drawn: TKB Checked: JAB

Issue: CONSTRUCTION DOCUMENTS

POOL
REVISIONS
DETAILS

SP-P3

SECTION 01 70 00
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Pre-installation meetings.
- C. Cutting and patching.
- D. Surveying for laying out the work.
- E. Cleaning and protection.
- F. Starting of systems and equipment.
- G. Water loss testing.
- H. Demonstration and instruction of Owner personnel.
- I. Operation.
- J. Winterization requirements.
- K. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 30 00 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
- B. Section 01 40 00 - Quality Requirements: Testing and inspection procedures.
- C. Section 01 50 00 - Temporary Facilities and Controls: Temporary exterior enclosures.
- D. Section 01 78 00 - Closeout Submittals: Project record documents, operation and maintenance data, warranties, and bonds.
- E. Section 07 84 00 - Firestopping.

1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Survey work: Submit name, address, and telephone number of Surveyor before starting survey work.
 - 1. On request, submit documentation verifying accuracy of survey work.
 - 2. Submit a copy of site drawing signed by the Land Surveyor, that the elevations and locations of the work are in conformance with Contract Documents.
 - 3. For competitive lap swimming lanes, submit a certificate, signed by the Land Surveyor, that the dimensions (length, width, and depth) of the lap swimming areas are in conformance with Contract Documents.

4. Submit surveys and survey logs for the project record.
- C. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 1. Structural integrity of any element of Project.
 2. Integrity of weather exposed or moisture resistant element.
 3. Efficiency, maintenance, or safety of any operational element.
 4. Visual qualities of sight exposed elements.
 5. Work of Owner or separate Contractor.

1.04 QUALIFICATIONS

- A. For surveying work, employ a land surveyor registered in the State in which the Project is located and acceptable to Engineer. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities,
- B. For design of temporary shoring and bracing, employ a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.

1.05 PROJECT CONDITIONS

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- C. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- D. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
- E. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
 1. Minimize amount of bare soil exposed at one time.
 2. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.
 3. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
 4. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
- F. Noise Control:

1. Take reasonable measures to avoid unnecessary noise. Such measures shall be appropriate for the normal ambient sound levels in the area during working hours. All construction machinery and vehicles shall be equipped with practical sound-muffling devices, and operated in a manner to cause the least noise consistent with efficient performance of the Work.
 2. During construction activities on or adjacent to occupied buildings, and when appropriate, erect screens or barriers effective in reducing noise in the building and conduct operations to avoid unnecessary noise which might interfere with the activities of building occupants.
- G. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

1.06 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.

- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 60 00 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Engineer four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Engineer, Owner, participants, and those affected by decisions made.

3.04 LAYING OUT THE WORK

- A. Verify locations of survey control points prior to starting work.

- B. Promptly notify Engineer of any discrepancies discovered.
- C. Contractor shall locate and protect survey control and reference points.
- D. Control datum for survey is that indicated on drawings.
- E. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- F. Promptly report to Engineer the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- G. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Engineer.
- H. Utilize recognized engineering survey practices.
- I. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
 - 1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
 - 2. Grid or axis for structures.
 - 3. Building foundation, column locations, ground floor elevations and other structures.
- J. Periodically verify layouts by same means.
- K. Maintain a complete and accurate log of control and survey work as it progresses.

3.05 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.06 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. Perform whatever cutting and patching is necessary to:
 - 1. Complete the work.
 - 2. Fit products together to integrate with other work.
 - 3. Provide openings for penetration of mechanical, electrical, and other services.
 - 4. Match work that has been cut to adjacent work.
 - 5. Repair areas adjacent to cuts to required condition.
 - 6. Repair new work damaged by subsequent work.

7. Remove samples of installed work for testing when requested.
8. Remove and replace defective and non-complying work.
- C. Execute cutting and patching including excavation and fill to complete the work, to uncover work to install improperly sequenced work, to remove and replace defective or non-conforming work, to remove samples of installed work for testing when requested, to provide openings in the work for penetration of mechanical and electrical work, to execute patching to complement adjacent work, and to fit Products together to integrate with other work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 84 00, to full thickness of the penetrated element.
- J. Patching:
 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 2. Match color, texture, and appearance.
 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.
- K. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
- L. Make neat transitions. Patch work to match adjacent work in texture and appearance. Where new work abuts or aligns with existing, perform a smooth and even transition.

3.07 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.08 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.09 SYSTEM STARTUP

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Engineer and Owner seven days prior to start-up of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- H. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.10 WATER LOSS TESTING

- A. After the pool has been filled and is operational, perform a water loss test on all water holding structures (pool basins, surge pits, backwash pits, etc...) and piping systems. All testing shall be performed in company with the Owner and/or Engineer.

B. Testing procedures shall be as follows:

1. Run the pool recirculation system as well as all water feature systems under normal operating conditions.
2. Where exposed for viewing, check all water holding structures and piping systems for visible leaks. Report any leaks along with recommended repair procedures to the Engineer for review and approval. Upon approval, make the necessary repairs.
3. Turn off all pool water make-up systems.
4. Verify the water level in the surge tank is at normal operating level. Measure and record the surge tank water level from the top of the pit down to water level.
5. Place a five-gallon bucket within the pool structure on level ground (this could be on a step or on the pool bottom).
6. Fill the bucket with water to the exact level of the surrounding pool water.
7. Mark the inside and outside of the bucket with a permanent marker at the water level.
8. Run the pool recirculation system as well as all water feature systems under normal operating conditions for a 24-hour period with the bucket in place.
9. After 24-hours, measure and record the surge tank water level from the top of the pit down to water level. Compare the results of the water level with that taken at the start of testing. Report these values to the Engineer for review. A substantial difference in these values indicate water loss.
10. Compare the water level in the bucket with the pool water level. Report these values to the Engineer. If the water level in the bucket and the pool water level are the same and the surge tank measurements above are not substantially different, then the test passed. If the pool water level is below the level of the water in the bucket, the test failed and a leak is present.
11. Repeat the above steps with the recirculation system and water feature systems turned off. Report all measurements to the Engineer. If the difference between the level of water in the bucket and the level of the pool water is less than that measured with the recirculation system on, then the leak is likely in the recirculation system. If the difference between the level of water in the bucket and the level of the pool water is the same as that measured with the recirculation system on, then the leak is most likely in the pool structure.

- C. If testing indicates water loss or leakage, locate the source of water loss and report the source(s) and recommended repair procedures to the Engineer for review and approval. Once the repair procedures are approved, make the necessary repairs and perform the water loss testing procedures again.

3.11 DEMONSTRATION AND INSTRUCTION

- A. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
- B. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of Owner's personnel.

3.12 OPERATION

- A. For a period of 15 days after substantial completion, operate the pool recirculation, filtration, and chemical feed systems.
- B. Operation shall include, but not necessarily limited to, the following:
 - 1. Operation of the pool recirculation systems.
 - 2. Backwashing the filters when required.
 - 3. Maintaining appropriate levels of free available chlorine in the pool at all times.
 - 4. Adjusting the pool water chemistry to maintain ideal water balance conditions. This includes monitoring and adjusting total alkalinity, calcium hardness, and pH.
 - 5. Operation of all recirculation and feature pumps including adjusting flows as required for each system.
- C. Maintain appropriate operating records.
- D. After substantial completion, routine pool maintenance (e.g. vacuuming the pool, cleaning the pool decks, cleaning the bathhouse, etc...), will be the responsibility of the Owner.
- E. The Owner will be responsible for verifying the pool water chemistry to ensure it is appropriate during all times the facility is in use.

3.13 WINTERIZATION

- A. Provide a qualified person who is knowledgeable about the Project to perform winterization and instruction of owner personnel.
- B. Winterize the facility for the first season and instruct the Owner's personnel on the winterization of all equipment and piping systems. Provide written instructions on winterizing all facilities, including pools and bathhouse, and provide training of staff on winterizing procedures.

3.14 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.15 FINAL CLEANING

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.

- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean filters of operating equipment.
- F. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, drainage systems, and _____.
- G. Clean site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.16 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Engineer when work is considered ready for Engineer's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Engineer's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Engineer's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Engineer.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Engineer when work is considered finally complete and ready for Engineer's Substantial Completion final inspection.
- H. Complete items of work determined by Engineer listed in executed Certificate of Substantial Completion.

END OF SECTION

SECTION 02 41 00
DEMOLITION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Building demolition excluding removal of hazardous materials and toxic substances.
- B. Selective demolition of built site elements.
- C. Selective demolition of building elements for alteration purposes.
- D. Abandonment and removal of existing utilities and utility structures.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Limitations on Contractor's use of site and premises.
- B. Section 01 10 00 - Summary: Description of items to be salvaged or removed for re-use by Contractor.
- C. Section 01 50 00 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
- D. Section 01 60 00 - Product Requirements: Handling and storage of items removed for salvage and relocation.
- E. Section 01 70 00 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
- F. Section 31 23 23 - Pool Fill and Backfill: Fill material for filling holes, pits, and excavations generated as a result of removal operations.

1.03 REFERENCE STANDARDS

1.04 SUBMITTALS

- A. See Administrative Requirements, for submittal procedures.
- B. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.
 - 1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences.
 - 2. Identify demolition firm and submit qualifications.
- C. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION

3.01 SCOPE

- A. Remove other items indicated, for salvage and relocation.

- B. Fill excavations, open pits, and holes in ground areas generated as result of removals, using specified fill; compact fill as specified in Section 31 22 00.
- C. Fill excavations, open pits, and holes in ground areas generated as result of removals, using specified fill; compact fill as required so that required rough grade elevations do not subside within one year after completion.

3.02 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - 3. Provide, erect, and maintain temporary barriers and security devices.
 - 4. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 5. Do not close or obstruct roadways or sidewalks without permit.
 - 6. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
 - 7. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
- B. Do not begin removal until receipt of notification to proceed from Owner.
- C. Protect existing structures and other elements that are not to be removed.
 - 1. Provide bracing and shoring.
 - 2. Prevent movement or settlement of adjacent structures.
 - 3. Stop work immediately if adjacent structures appear to be in danger.

3.03 EXISTING UTILITIES

- A. Coordinate work with utility companies; notify before starting work and comply with their requirements; obtain required permits.
- B. Protect existing utilities to remain from damage.
- C. Do not disrupt public utilities without permit from authority having jurisdiction.
- D. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.
- E. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to Owner.

- F. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
- G. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.

3.04 SELECTIVE DEMOLITION FOR ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Engineer before disturbing existing installation.
 - 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- B. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove items indicated on drawings.
- C. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove existing systems and equipment as indicated.
 - 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
 - 2. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - 3. Verify that abandoned services serve only abandoned facilities before removal.
 - 4. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification.
- D. Protect existing work to remain.
 - 1. Prevent movement of structure; provide shoring and bracing if necessary.
 - 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 - 3. Repair adjacent construction and finishes damaged during removal work.
 - 4. Patch as specified for patching new work.

3.05 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION

SECTION 07 90 10
JOINT SEALERS FOR POOLS AND DECKS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Sealants and joint backing.
- B. Joint filler.

1.02 RELATED REQUIREMENTS

- A. Section 03 30 05 - Cast-in-Place Concrete: Sealants required in conjunction with concrete slabs.

1.03 REFERENCE STANDARDS

- A. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2011.
- B. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2011a.
- C. ASTM C 1247 - Standard Test Methods for Durability of Sealants Exposed to Continuous Immersion in Liquids; 1998.
- D. ASTM D1667 - Standard Specification for Flexible Cellular Materials--Poly(Vinyl Chloride) Foam (Closed-Cell); 2005 (Reapproved 2011).

1.04 SUBMITTALS

- A. See Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data indicating sealant chemical characteristics.
- C. Manufacturer's Installation Instructions: Indicate special procedures.

1.05 QUALITY ASSURANCE

- A. Applicator Qualifications: Company specializing in performing the work of this section with minimum 5 years experience.

1.06 FIELD CONDITIONS

- A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

1.07 COORDINATION

- A. Coordinate the work with all sections referencing this section.

PART 2 PRODUCTS

2.01 SEALANTS

- A. Nonsag Polyurethane Sealant: ASTM C920, Grade NS, Class 25, Uses NT, M, A, G, O; multi component, chemical curing, non-staining, non bleeding, non-sagging type.
 - 1. Color: Colors as selected by Engineer, including custom colors.

2. Product:
 - a. Sikaflex 2C NS EZ Mix manufactured by Sikaflex.
 - b. MasterSeal NP 2 manufactured by BASF.
 3. Movement Capability: Plus and minus 25 percent.
 4. Service Temperature Range: -20 to 180 degrees F.
 5. Shore A Hardness Range: 20 to 35.
 6. Applications: Use for:
 - a. Control joints (construction, expansion, isolation, saw cut, as indicated on the drawings) in pool deck.
- B. Two-Part Polysulfide Rubber Sealant: ASTM C 920, Grade NS, Class 25, Uses NT, M, G, A ; multi component, chemical curing, non-staining, non bleeding, non-sagging type. Also, exceeds the test requirements of ASTM C 1247 for sealants exposed to continuous immersion in liquids and NSF Standard 61, Section 6 for Joining and Sealing Materials.
1. Color: Colors as selected by Engineer, including custom colors.
 2. Products:
 - a. Deck-O-Seal Gun Grade manufactured by W.R. Meadows.
 - b. Synthacalk GC-2+ manufactured by Pecora.
 - c. Equivalent product recommended for continuous submersion in swimming pools.
 3. Movement Capability: Plus and minus 25 percent.
 4. Shore A Hardness Range: 25-30.
 5. Applications: Use for:
 - a. Joints in swimming pool gutter.
 - b. Joints subject to submersion.
 - c. Joints in and adjacent to wet decks, spray grounds, etc.

2.02 ACCESSORIES

- A. Primer: Non-staining type, recommended by sealant manufacturer to suit application.
- B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.
- C. Joint Filler: Polyethylene closed-cell backing expansion joint type compatible with sealant and utilizing peel-off top feature. Height equal to slab thickness.
 1. Product: Sonolastic Expansion Joint Filler manufactured by Sonneborn or equivalent.
- D. Joint Backing: Round foam rod compatible with sealant; ASTM D 1667, closed cell PVC; oversized 30 to 50 percent larger than joint width.
 1. Product: Sonolastic Closed-Cell Backer-Rod manufactured by Sonneborn or equivalent.

- E. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that substrate surfaces are ready to receive work.
- B. Verify that joint backing and release tapes are compatible with sealant.

3.02 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Remove protective coatings or finishes that could interfere with adhesion.
- C. Clean and prime joints in accordance with manufacturer's instructions.
- D. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- E. Protect elements surrounding the work of this section from damage or disfigurement.

3.03 INSTALLATION

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Install bond breaker where joint backing is not used.
- D. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
- E. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
- F. All caulk joint surfaces shall be straight and flush with adjacent surfaces. Tooling of joints other than as indicated above shall not be allowed unless otherwise noted.

3.04 CLEANING

- A. Clean adjacent soiled surfaces.

3.05 PROTECTION

- A. Protect sealants until cured.

END OF SECTION

SECTION 09 30 05
TILE FOR POOLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Tile for pool applications.

1.02 RELATED REQUIREMENTS

- A. Section 07 90 10 - Pool Joint Sealers.

1.03 REFERENCE STANDARDS

- A. ANSI A108 Series/A118 Series/A136.1 - American National Standard Specifications for the Installation of Ceramic Tile (Compendium); 2012.1.
1. ANSI A108.1a - American National Standard Specifications for Installation of Ceramic Tile in the Wet-Set Method, with Portland Cement Mortar; 2012.1.
 2. ANSI A108.1b - American National Standard Specifications for Installation of Ceramic Tile on a Cured Portland Cement Mortar Setting Bed with Dry-Set or Latex Portland Cement Mortar; 2012.1.
 3. ANSI A108.1c - Specifications for Contractors Option: Installation of Ceramic Tile in the Wet-Set Method with Portland Cement Mortar or Installation of Ceramic Tile on a Cured Portland Cement Mortar Bed with Dry-Set or Latex Portland Cement Mortar; 2012.1.
 4. ANSI A108.4 - American National Standard Specifications for Installation of Ceramic Tile with Organic Adhesives or Water Cleanable Tile-Setting Epoxy Adhesive; 2012.1.
 5. ANSI A108.5 - American National Standard Specifications for Installation of Ceramic Tile with Dry-Set Portland Cement Mortar or Latex-Portland Cement Mortar; 2012.1.
 6. ANSI A108.6 - American National Standard Specifications for Installation of Ceramic Tile with Chemical Resistant, Water Cleanable Tile-Setting and -Grouting Epoxy; 2012.1.
 7. ANSI A108.8 - American National Standard Specifications for Installation of Ceramic Tile with Chemical Resistant Furan Resin Mortar and Grout; 2012.1.
 8. ANSI A108.9 - American National Standard Specifications for Installation of Ceramic Tile with Modified Epoxy Emulsion Mortar/Grout; 2012.1.
 9. ANSI A108.10 - American National Standard Specifications for Installation of Grout in Tilework; 2012.1.
 10. ANSI A108.11 - American National Standard for Interior Installation of Cementitious Backer Units; 2012.1.
 11. ANSI A108.12 - American National Standard for Installation of Ceramic Tile with EGP (Exterior glue plywood) Latex-Portland Cement Mortar; 2012.1.

12. ANSI A108.13 - American National Standard for Installation of Load Bearing, Bonded, Waterproof Membranes for Thin-Set Ceramic Tile and Dimension Stone; 2012.1.
 13. ANSI A118.4 - American National Standard Specifications for Latex-Portland Cement Mortar; 2012.1.
 14. ANSI A118.5 - American National Standard Specifications for Chemical Resistant Furan Mortars and Grouts for Tile Installation; 2012.1.
- B. TCNA (HB) - Handbook for Ceramic, Glass, and Stone Tile Installation; 2012.

1.04 SUBMITTALS

- A. See Administrative Requirements for submittal procedures.
- B. Shop Drawings: Indicate tile layout.
- C. Samples: Mount tile and apply grout on two plywood panels, minimum 18 x 18 inches in size illustrating pattern, color variations, and grout joint size variations.
- D. Manufacturer's Certificate: Certify that products meet or exceed specified requirements and that the tile is appropriate for use in swimming pools.
- E. Maintenance Data: Include recommended cleaning methods, cleaning materials, stain removal methods, and polishes and waxes.
- F. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
 1. Extra Tile: 3 percent of each size, color, and surface finish combination.

1.05 QUALITY ASSURANCE

- A. Maintain one copy of The Tile Council of North America Handbook and ANSI A108 Series/A118 Series on site.
- B. Manufacturer Qualifications: Company specializing in manufacturing the types of products specified in this section, with minimum 5 years of documented experience.
- C. Installer Qualifications: Company specializing in performing tile installation, with minimum of 5 years of documented experience.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Protect adhesives from freezing or overheating in accordance with manufacturer's instructions.

1.07 FIELD CONDITIONS

- A. Do not install solvent-based products in an unventilated environment.
- B. Maintain ambient and substrate temperature of 50 degrees F during installation of mortar materials.

PART 2 PRODUCTS

2.01 TILE

- A. Manufacturers: All products by the same manufacturer.

1. Specified Manufacturer: Dal-Tile: www.daltile.com.
 2. Acceptable Manufacturer: American Olean: www.americanolean.com.
 3. Substitutions: See Product Requirements.
- B. Unglazed Porcelain Tile: ANSI A137.1, and as follows:
1. Moisture Absorption: 0 to 0.5 percent.
 2. Size and Shape: As indicated on drawings.
 3. Edges: Cushioned.
 4. Surface Finish: Slip resistant, coefficient of friction equal to or exceeding 0.7 wet.
 5. Colors: To be selected from manufacturer's standard range for color groups 1, 2, 3, and 4.
 6. Trim Units: Matching bead, cove, and surface bullnose shapes in sizes coordinated with field tile.
 7. Tile sheets shall be face mounted.
 8. Tile shall be rated by the tile manufacturer for use in swimming pool applications.

2.02 SETTING MATERIALS

- A. Provide setting materials made by the same manufacturer as grout.
- B. Latex-Portland Cement Mortar Bond Coat: ANSI A118.4.
1. Application(s): Use this type of bond coat where indicated and where no other type of bond coat is indicated.
 2. Products:
 - a. ARDEX Engineered Cements; ARDEX X 77 MICROTEC: www.ardexamericas.com.
 - b. AVM Industries, Inc; Thin-Set 780: www.avmindustries.com.
 - c. LATICRETE International, Inc; LATICRETE 254 Platinum: www.laticrete.com.

2.03 MORTAR MATERIALS

- A. Mortar Bed Materials: 1 part Portland cement, 4 parts damp sand, latex additive .
- B. Mortar Bond Coat Materials for Thin-Set Installations:
1. Latex-Portland Cement type: ANSI A118.4; white color. Use on indoor applications only.
 2. Epoxy: ANSI A118.3; white color. Use in all outdoor applications.

2.04 GROUTS

- A. Manufacturers:
1. ARDEX Engineered Cements: www.ardexamericas.com.
 2. Substitutions: See Section 01 60 00 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that sub-floor surfaces are smooth and flat within the tolerances specified for that type of work and are ready to receive tile.
- B. Verify that surfaces are dust-free and free of substances which would impair bonding of setting materials to those to receive tile surfaces.
- C. Verify that required items mounted in tiled areas are in correct location.

3.02 PREPARATION

- A. Protect surrounding work from damage.
- B. Vacuum clean surfaces and damp clean.
- C. Seal substrate surface cracks with filler.

3.03 INSTALLATION - GENERAL

- A. Install tile and grout in accordance with applicable requirements of ANSI A108.1 through A108.13, manufacturer's instructions, and The Tile Council of North America Handbook recommendations.
- B. Lay tile to pattern indicated. Do not interrupt tile pattern through openings.
- C. Cut and fit tile to penetrations through tile, leaving sealant joint space. Form corners and bases neatly. Align floor joints.
- D. Place tile joints uniform in width, subject to variance in tolerance allowed in tile size. Make grout joints without voids, cracks, excess mortar or excess grout, or too little grout.
- E. Form internal angles square and external angles bullnosed.
- F. Sound tile after setting. Replace hollow sounding units.
- G. Keep control joints free of adhesive or grout. Apply sealant to joints.
- H. Prior to grouting, allow installation to completely cure; minimum of 48 hours.
- I. Grout tile joints. Use standard grout unless otherwise indicated.
- J. Apply sealant to junction of tile and dissimilar materials and junction of dissimilar planes.

3.04 INSTALLATION - THIN-SET METHODS

- A. For swimming pools, install in accordance with TCA Handbook Method P601.
- B. Over concrete substrates, install in accordance with TCA Handbook Method F102, with standard grout.

3.05 CLEANING

- A. Clean tile and grout surfaces.

3.06 PROTECTION

- A. Do not permit traffic over finished floor surface for 4 days after installation.

3.07 SCHEDULE

A. Top of Gutters:

1. Tile: Porcelain.
 - a. Size: 1 x 1 inch.
 - b. Colors:
 - 1) Color 1 - Color Group 1: 70%
 - 2) Color 2 - Color Group 2, 3, or 4: 10%
 - 3) Color 3 - Color Group 2, 3, or 4: 10%
 - 4) Color 4 - Color Group 2, 3, or 4: 10%
2. Installation method: Thin set.
3. Grout: Epoxy.
4. Gutter Lip Tolerance: Levelness of the pool gutter lip shall be plus or minus 1/16" in 10 feet.

B. Construction Joints:

1. Tile: Porcelain.
 - a. Size: 1 x 1 inch.
 - b. Color:
 - 1) Color Group 1: 100%
2. Installation method: Thin set.
3. Grout: Epoxy.

C. Stair Nosing:

1. Tile: Porcelain.
 - a. Size: 1 x 1 inch.
 - b. Colors:
 - 1) Black.
2. Installation method: Thin set.
3. Grout: Epoxy.

D. Ramp Entry

1. Tile: Porcelain
 - a. Size: 1*1 inch
 - b. Color: Owner Selection

2. Installation method: Thin Set
3. Grout: Epoxy

END OF SECTION

SECTION 09 67 23
RESINOUS FLOORING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Fluid-applied flooring and base.

1.02 RELATED REQUIREMENTS

- A. Section 07 92 10-Joint Sealer for Pools and Decks: Sealing joints between fluid-applied flooring and adjacent construction and fixtures.

1.03 REFERENCE STANDARDS

- A. ASTM D695 - Standard Test Method for Compressive Properties of Rigid Plastics; 2010.
- B. ASTM F2170 - Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using in situ Probes; 2011.
- C. ASTM C-884 - Test Method for Thermal Compatibility Between Concrete and an Epoxy Resin Overlay.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. See Administrative Sections for submittal procedures.
- C. Product Data: Provide data on specified products, describing physical and performance characteristics; sizes, patterns and colors available.
- D. Samples: Submit two samples, 6 by 6 inch in size illustrating color and pattern for each floor material for each color specified.
- E. Concrete Subfloor Test Report: Submit a copy of the moisture and alkalinity (pH) test reports.
- F. Manufacturer's Installation Instructions: Indicate special procedures, perimeter conditions requiring special attention, and application rate for each coat.
- G. Manufacturer's Qualification Statement.
- H. Applicator's Qualification Statement.
- I. Maintenance Data: Include maintenance procedures, recommended maintenance materials, procedures for stain removal, repairing surface, and suggested schedule for cleaning.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with minimum 4 years documented experience.
- B. Applicator Qualifications: Company specializing in performing the work of this section.
 - 1. Minimum 4 years of experience.
 - 2. Approved by manufacturer.

- C. Supervisor Qualifications: Trained by product manufacturer , under direct full time supervision of manufacturer's own foreman.

1.06 ADDITIONAL WARRANTY

- A. Contractor, manufacturer and installer have responsibility for an extended corrective period for work of this Section for a period of three (3) years from date of Substantial Completion against conditions listed below. Contractor/manufacturer/installer shall correct deficiencies as follows.
 - 1. Bond failure of system(s) to substrate.
 - 2. System yellowing, including regionalized discoloration.
 - 3. Excessive wear.

1.07 MOCK-UPS

- A. See Section 01 40 00 - Quality Requirements for additional requirements.
- B. Construct mock-up(s) of flooring system to serve as basis for evaluation of texture and workmanship.
 - 1. Number of Mock-Ups to be Prepared: One.
 - 2. Use same materials and methods for use in the work.
 - 3. Locate where directed.
 - 4. Minimum Size: 48 inches by 48 inches.

1.08 DELIVERY, STORAGE, AND HANDLING

- A. Store resin materials in a dry, secure area.
- B. Store materials for three days prior to installation in area of installation to achieve temperature stability.

1.09 PRE-INSTALLATION MEETING/REVIEW

- A. Schedule an onsite meeting with the Engineer and manufacturer's representative prior to installation. Provide written confirmation from manufacturer's representative that substrate is acceptable for receiving flooring system.

1.10 FIELD CONDITIONS

- A. Maintain minimum temperature in storage area of 60 degrees F, or as required by the manufacturer.
- B. Store materials in area of installation for minimum period of 24 hours prior to installation.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Fluid-Applied Flooring:
 - 1. Elite Crete Systems; ____: www.elitecrete.com.

2. Key Resin Company: www.keyresin.com.
3. Sherwin-Williams High-Performance Flooring: www.sherwin-williams.com/resin-flooring.
4. Sika Corporation: www.sikafloorusa.com.

2.02 EPOXY RESINOUS FLOORING SYSTEMS

- A. Fluid-Applied Flooring: Epoxy base coat(s), with broadcast aggregate.
 1. Aggregate: Quartz granules.
 2. Top Coat: Polyurethane.
 3. System Thickness: 1/8 inch, nominal, dry film thickness (DFT).
 4. Number of coats as required to achieve overall system thickness
 5. Formulation: 100% solids body coats, high solids sealing/finish coat.
 6. Texture: Slip resistant.
 7. Sheen: Matte.
 8. Color and Pattern: As selected by Engineer and Owner.
 9. Integral Cove Base: 8 inches high with 1" cove.
 10. Products:
 - a. Elite Crete Systems; Hermetic Flake Flooring System: www.elitecrete.com.
 - b. Key Resin Company; Key Mortar SLT System: www.keyresin.com.
 - c. Sherwin-Williams High-Performance Flooring; Accelera Deco Quartz DB: www.sherwin-williams.com/resin-flooring/#sle.
 - d. Sika Corporation; Sikafloor Morritex Broadcast System: www.sikafloorusa.com/#sle.
 - e. Sika Corporation; Sikafloor DecoFlake System: www.sikafloorusa.com/#sle.
 - f. Sika Corporation; Sikafloor Quartzite Broadcast System: www.sikafloorusa.com/#sle.
 11. Physical Properties: Provide with the following minimum properties.
 - a. Compressive Strength (System): 10,000 psi minimum according to ASTM C 579.
 - b. Compressive Strength (Binder): 14,000 psi minimum according to ASTM D 695.
 - c. Tensile Strength: 1,600 psi minimum according to ASTM C 307.
 - d. Flexural Modulus of Elasticity: 3,900 minimum according to ASTM C 580.
 - e. Water Absorption: 0.04 percent maximum according to ASTM C 413 or ASTM D 570.
 - f. Bond Strength (to concrete): 400 psi minimum according to ASTM D 2240, substrate fails.
 - g. Impact Resistance: No chipping, cracking, or delamination and not more than 1/16-inch permanent indentation according to MIL-D-3134J.
 - h. Resistance to Elevated Temperature: No slip or flow of more than 1/16 inch according to MIL-D-3134J.
 - i. Abrasion Resistance: 0.24 mg maximum weight loss according to ASTM C 501.

- j. Hardness: 75 - 80, Shore D according to ASTM D 2240.
 - k. Flammability: Self extinguishing according to ASTM D 635.
 - l. Flame Spread/NFPA-101: Class A according to ASTM E 84.
12. System Chemical Resistance: Test specimens of cured resinous flooring system are unaffected when tested according to ASTM D 1308 for 50 percent immersion in the following reagents for no fewer than seven days:
- a. Bleach (3%)
 - b. Hydrochloric Acid (20%).
 - c. Urine.
 - d. Coffee.
 - e. Ethyl Alcohol.
 - f. Iodine.
 - g. Lactic Acid (10%).
 - h. Tea.
 - i. Mustard.
 - j. Mercurochrome.
 - k. Betadyne.

2.03 ACCESSORIES

- A. Subfloor Filler: Type recommended by manufacturer.
- B. Primer: Type recommended by manufacturer.
- C. Reinforcing Membrane: Flexible resin formulation recommended by manufacturer to inhibit substrate cracks and seams from reflecting through resinous flooring. Include embedded fiberglass scim reinforcement as recommended by manufacturer.
- D. Metal Transition Strips: Provide pre-manufactured aluminum edging, 1/8 inch high by 2 inches wide in manufacturer's standard lengths and in longest lengths practical, with minimum type 304 stainless steel countersun
- E. Top of wall base: Provide trim to match thickness of resinous flooring system. Product: "Jolly" by Schluter or approved equal.
- F. Basis of Design Product: "Jolly" by Schluter.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that subfloor surfaces are smooth and flat within the tolerances specified for that type of work and are ready to receive flooring.
- B. Verify that wall surfaces are smooth and flat within the tolerances specified for that type of work, are dust-free, and are ready to receive flooring.

- C. Verify that subfloor surfaces are dust-free and free of substances that could impair bonding of materials to subfloor surfaces.
- D. Verify that wood subfloors have 12 percent maximum moisture content.

3.02 PREPARATION

- A. Remove subfloor ridges and bumps. Fill low spots, cracks, joints, holes, and other defects with subfloor filler.
- B. Prepare and clean substrates according to resinous flooring manufacturer's written instructions for substrate indicated. Provide clean, dry substrate for resinous flooring application.
 - 1. Areas where flooring is existing, must be cleaned to remove all floor material, adhesives, grease or any residue that may interfere with interfacial adhesion between substrate and new resinous flooring system.
 - 2. Prepare concrete substrates by shot blasting or grinding to achieve surface profile recommended by resinous flooring manufacturer.
- C. Concrete Substrates: Provide sound concrete surfaces free of laitance, glaze, efflorescence, curing compounds, form-release agents, adhesives, dust, dirt, grease, oil, and other contaminants incompatible with resinous flooring.
 - 1. Roughen concrete surface by shot-blasting surfaces to abrade the concrete surface, or equivalent as required by manufacturer.
 - 2. Repair damaged and deteriorated concrete according to resinous flooring manufacturer's written instructions.
 - 3. Alkalinity and Adhesion Testing: Verify that concrete substrates have pH within acceptable range. Perform tests recommended by manufacturer. Proceed with application only after substrates pass testing.
- D. Patching and Filling: Use patching and fill material to fill holes and depressions in substrates according to manufacturer's written instructions.
- E. Control Joint Treatment: Treat control joints and other nonmoving substrate cracks to prevent cracks from reflecting through resinous flooring according to manufacturer's written instructions.

3.03 INSTALLATION - FLOORING

- A. Apply in accordance with manufacturer's instructions.
- B. Apply each coat to minimum thickness required by manufacturer.
- C. Finish to smooth level surface.
- D. Cure flooring according to manufacturer's written requirements. Prevent contamination of flooring system during curing.

- E. Metal Transition Strips: Install at locations indicated and between resinous flooring and concrete. Transition strip may be used as a screed. Thicken resinous flooring application as necessary so flooring is flush with top of transition strip.
- F. Reinforcing Membrane: Apply reinforcing membrane to substrate cracks, and non-moving construction seams/joints as specified by manufacturer.

3.04 FIELD QUALITY CONTROL

- A. Maintain ambient temperature required by manufacturer 48 hours prior to, during, and 48 hours after installation of materials, or otherwise required by the manufacturer.
- B. Prepare the substrate to be clean and dry, and otherwise required by the manufacturer.
- C. Maintain dust free area and adequately control ventilation.

3.05 PROTECTION

- A. Maintain dust free area and adequately control ventilation.
- B. Prohibit traffic on floor finish for 48 hours after installation.
- C. Barricade area to protect flooring until fully cured.

END OF SECTION

SECTION 13 11 55
POOL ACCESSORIES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Pool markers.

1.02 RELATED SECTIONS

- A. Section 01 60 00 - Product Requirements.

1.03 SUBMITTALS

- A. See Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's catalog data, detail sheets, and specifications.
- C. Shop Drawings: Prepared specifically for this project; show dimensions of swimming pool accessories and interface with other products.
- D. Operating and Maintenance Data: Operating and maintenance instructions, parts lists, and wiring diagrams.

PART 2 PRODUCTS

2.01 CERAMIC POOL MARKERS

- A. Manufacturers:
 - 1. Aquatic Technology, Inc.; 26 Duane Drive, Liberty, ME 04949; Tel: (800) 446-6416; Fax: (207) 589-3940; www.poolsigns.com.
 - 2. Daltile; 7834 C.F. Hawn Freeway, Dallas, TX 75217; Tel: (800) 933-TILE or (214) 398-1411; www.daltile.com.
 - 3. Inlays, Inc.; 3333 Commodity Lane, Green Bay, WI 54304; Tel: (800) 426-6873; Fax: (920) 337-4681; www.inlaysinc.com.
- B. General: Pool markers shall be skid resistant, frost proof ceramic tiles and shall be installed in the concrete deck. Pool markers shall be smooth, frost proof ceramic tiles and shall be installed in the pool vertical wall.
- C. Multiple Tile Messages:
 - 1. Tile and Print: 6 inches by 6 inches with 4 inch high numerals.
 - 2. Color: Black lettering with white background.
- D. Single Tile Messages:
 - 1. Single tile with a symbol and text.
 - 2. Size: 6 inches by 6 inches.
 - 3. Color: Black lettering, red and black symbol, and a white background.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Coordinate with other trades for proper installation of plumbing and electrical services.
- B. Verify that required utilities are in correct location and are of correct capacities for specified products.
- C. Verify equipment rough-in before proceeding with work.

3.02 INSTALLATION

- A. Install swimming pool accessories in accordance with shop drawings and manufacturer's printed installation instructions; comply with standards required by authorities having jurisdiction.
- B. Schedule installation to ensure that utility connections are achieved in an orderly and expeditious manner.
- C. Connection to utilities is specified in Sections of Divisions 15 and 16.
- D. Install equipment plumb, square, and straight, without distortion; securely anchor.

3.03 ADJUSTING AND CLEANING

- A. Touch up minor damaged surfaces caused by installation.

3.04 PROTECTION

- A. Provide protective measures to prevent equipment and surfaces from damage by other construction activity.

END OF SECTION

SECTION 13 11 70
PVC FABRICATIONS FOR POOLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Deck trench drain grating.

1.02 RELATED SECTIONS

1.03 SUBMITTALS

- A. See Administrative Requirements, for submittal procedures.
- B. Manufacturer's Information: Published literature including material data, corrosion resistance data, and concrete anchor systems.
- C. Shop Drawings: Indicate material sizes, types, styles, color, part or catalog numbers, complete details for the fabrication of and erection of components including, but not limited to, location, lengths, type and sizes of fasteners, clip angles, member sizes, and connection details.
- D. Samples: Submit sample pieces of each item specified herein for acceptance by the Engineer as to quality and color. Sample pieces shall be manufactured by the method to be used in the Work.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than three years of documented experience.

1.05 DELIVERY, STORAGE, AND PROTECTION

- A. Delivery of Materials: Manufactured materials shall be delivered in original, unbroken pallets, packages, containers, or bundles bearing the label of the manufacturer.
- B. Storage of Products: All materials shall be carefully handled to prevent them from abrasion, cracking, chipping, twisting, other deformations, and other types of damage. Store items in an enclosed area and free from contact with soil and water.

PART 2 PRODUCTS

2.01 POOL DECK TRENCH DRAIN GRATING - PARALLEL

- A. Manufacturers:
 - 1. Specified Manufacturer: Lawson Aquatics; Tel: (800) 897-6160; www.lawsonaquatics.com.
 - 2. Acceptable Manufacturers:
 - a. Daldorado, LLC; Tel: (888) 509-8128; www.daldorado.com.
 - b. RenoSys Corporation "DuraTech - Pool Grating"; Tel: (800) 783-7005; www.renosys.com.

- B. Modular, interlocking pieces of PVC, U.V. stabilized grating.
- C. The top surfaces shall have a raised, diamond ridge design to create good friction, wet or dry and be 5/8 inch wide with a depth of 1 inch.
- D. The space between the pieces shall not exceed 3/8 inch.
- E. Each piece of grate shall have a slotted hole at the ends for insertion of a concealed Type 304 stainless steel fastener clip and anchor screws at least every 3 feet and shall be easily removable.
- F. Grating surface bars shall run PARALLEL to the trench drain
- G. Grating shall provide at least 37.5 percent open space per foot for unrestricted water flow.
- H. Manufactured Angled Corners:
 - 1. Angled corners, including 90 degree, 45 degree, and all other angles, shall be mitered and provided by the grating manufacturer.
 - 2. Corners shall come factory made and mounted on a 1/2 inch thick plate of PVC with holes drilled for water flow.
- I. Color: To be selected by Owner from manufacturer's standard colors.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that Work is ready to receive grating.

3.02 INSTALLATION

- A. Install gratings in accordance with manufacturer's instructions.
- B. Field cutting or modifications to grating shall not be permitted without Engineer's prior approval.

END OF SECTION



801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
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FAX 316-788-6549

MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Superintendent of Recreation

DATE: February 4, 2026

RE: EXECUTIVE SESSION

Executive session for consultation with an attorney which would be deemed privileged in an attorney client relationship to protect attorney client privilege and the public interest.



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.