



Des Moines Pool Metropolitan Park District
22015 Marine View Drive South

February 14, 2017
5:00 pm

MINUTES
"SPECIAL MEETING"

CALL TO ORDER/ROLL CALL

President Overmyer called the meeting to order at 5:00 p.m. Present were Commissioners Kuelnoel, Dusenbury, Kasnick, and Martinson, Pool Manager Ken Spencer, DGM Deschenes and District Clerk Ray.

PLEDGE OF ALLEGIANCE -- Commissioner Kasnick led the flag salute.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENTS – None

AMG REPORTS AND PRESENTATIONS

a. REPORTS

Pool Manager, Ken Spencer presented an overview of FY2016 with focus on special events, customer programs, programming, and outreach.

The Health Department made an unscheduled inspection at MRP on Tuesday, 2/14/17, and the facility received a "satisfactory" score. The Pool Manager shared a copy of the report with DGM Deschenes.

Ken reported that he is receiving comments and concerns from patrons regarding the upcoming facility closure.

The Starfish audit provided some feedback that has been helpful to operations. They have hired additional lifeguards and have made guard rotation a priority.

Ken explained his report on entry numbers whereby he uses projection vs. actual. Weekend use of the pool is primarily by Boeing and swim teams.

Ken is working with the Flomotion instructor to bolster attendance in classes. Classes are advertised on the Spring and Summer schedules attached to the report; and are held only if reservations are made.

He went on to report that swim team season is September through July; dive team is steady throughout the year; PTA rentals totaled 3 in the 4th quarter. Demographic numbers are not totally accurate due to the sign-in method that does not account for all members of a family when members sign in.

Customer service surveys were used so that patrons can send feedback either through email, Facebook, Survey Monkey, or Yelp. Eighty-four percent of those individuals who participated in the survey said the facility was well maintained, 15% said the facility was not well-maintained. Ninety percent of individuals surveyed were satisfied with the accuracy of information on the website. When asked about the details of the negative response to question #14, Ken responded that a complaint by a parent who had been video-taping their child during a swim lesson that the child had been pushed by one of the lifeguards (Kyle). Ken said he conversed with parent and reached a positive end.

Ken provided a web address to the Board members to Survey Monkey for on-line review of responses of patrons.

22015 Marine View Drive South, Suite 2B **Des Moines WA 98198**
To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation of the meeting, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

Regarding on-line access to social media pages for Mt. Rainier Pool, this will be established when the District's website goes live at the end of the month.

A question was posed by the Board as to what tools AMG was following to obtain information on other facilities. Ken answered that he uses aquatics magazines, an aquatic professional Facebook site, he researches other pool websites, talks to other pools regularly, and networks with facilities on the east coast with whom he used to work.

Since individuals enrolled in lessons were the largest group of survey responders, a question was posed as to how to gain feedback from other patrons. A suggestion was to provide handouts from time to time in the lobby.

Ken was asked how he gets feedback from people who run swim teams. He responded by saying he communicates with them almost on a daily basis.

Under Revenue and Expenses, Ken stated that they have a simple IRA setup for employees; social security, insurance, and Medicare are rolled into wages and salaries. He also noted that under "Rent", Sean is "compensated for office rent for AMG". DGM Deschenes will follow-up with Brian Snure on whether this item should be shown as a bi-weekly expense. Building Supplies are for janitorial items. The Board requested that separate line items be established for Public and Private activities which will help in exploring options for better programming.

It was noted that the goal of the Marketing position is to urge more low income children into swim lessons. The Board would like to see better use of the scholarship program and that March and April is a good time to do this. Ken commented that several scholarships were given out early in 2016

b. CURRENT OPERATIONS & ISSUES AT MRP

Current issues at MRP include survey takeaways such as water temperature, events for elementary schools which are scheduled around school closure. There is no April Fool's Day even planned this year; it is instead being replaced with the Healing Waters even. Ken reported that Water Safety is not drawing people in as in past years. The Easter Egg event will be a separate even this year.

The Board asked about the safety of dye being added to the pool water for special events. Ken responded that it is a dye that has been recommended based on water authorities. The dye dissipates from the water after a time, and it does not affect swim suits, skin, or hair; and is environmentally safe.

c. SUMMER PROGRAMMING

Regarding the Healing Waters event, Ken explained that it is an open house for health care providers based on using the pool for therapy. There are in-pool demonstrations planned. The Board directed Ken to work with DGM Deschenes on the stakeholder meeting, and that anything planned to be hand-outs or advertised should also be vetted by the DGM.

The Middle School Night is a work in progress for Ken and Gene Achziger.

It was mentioned that the Normandy Park logo may not be correct. Debbie Burke should be contacted. Scott and Ken will discuss.

Other events include the Pumpkin Plunge. Ken hopes to encourage students to grow their own pumpkins this year. Carpinito Bros would be a back-up option. The Dog Swim is in discussion. Ken spoke to the City of Seattle and received mixed feedback. This would be done prior to the pool shutdown. It is against health code for people to

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swim with dogs, only 30 dogs should be allowed in the pool. AMG will need to commit to cleaning the pool area after the event. AMG will be teaming up with same individuals as in past years for the Waterland Parade.

Ken was asked about measuring events' effectiveness, attendance, and growth. How is AMG using outreach to that end? Ken responded that Gene A. keeps track of numbers, feedback, etc.

The Board asked if AMG can share a report on revenue generated by events. Ken responded that this information shows up on the spreadsheet as part of retail and taxable addition.

CLOSURE

Ken outlined what projects the MRP staff will be doing as called out in his report. The Board asked about liability of asking staff to take on the projects.

With regard to employee expenses during the closure, the Board requested that a "not to exceed" clause be added on the "Materials" line item.

AMG is communicating the upcoming shutdown on Facebook, the MRP website, and the Waterland blog. Ken is working on connections with other pool facilities. President Overmyer asked Ken to work with Scott on communication. It was encouraged for the District and AMG to come up with a communication strategy and get it out immediately via possibility of a sandwich board in front of the building for patrons to see. Message needs to include everyone involved. President Overmyer and DGM Deschenes will work together on this. The goal is to have it out by April 1st.

Ken noted that the summer schedule that was included in the meeting packet was not correct and that a corrected version would be re-sent.

A question was posed to Ken about what AMG is doing to increase security at the facility. He responded that he has posted notices with information from the Des Moines Police Department, the side doors have been locked down, staff has been trained on procedures to admit individuals at the front desk. The staff are checking id's (licenses), asking individuals to sign, and then admitting them. Locks for lockers are available at the front desk for purchase. Two staffers are at the pool at all times with a minimum of one staffer located at the desk at all times except between 5:30am and 7:30am which is rotation. AMG has head tallies taken every hour and these numbers are kept on file.

Background checks are not current, but are getting caught up. New employees and volunteers cannot work at the pool unsupervised without a Washington State Patrol background check. Officer Batterman has notified Ken in the past. The Board reinforced that all employees need to go through a background even if they have been cleared by another agency.

There were no other questions for the Pool Manager.

At 6:00pm a motion was made to extend the meeting 15 minutes.

AQUATIC FEASIBILITY STUDY CONTRACT

A discussion followed regarding the 3rd party, Ron Vine, picked by BRS to lead the statistically valid survey for travel and reimbursable costs not originally covered in the RFP proposal.

DGM Deschenes asked the Board for feedback on pushing actionable work (e.g., _____) to 2018 if a new location is picked; or go with the present location and culminate the project at end of 2017. DGM Deschenes

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would like Board comments by Thursday, 2/16. DGM Deschenes will provide a link to the Board members for the Sammamish pool.

A discussion on budget. Commissioner Kuehnoel mentioned that we came in under budget in 2016. The District has a contingency of \$125K as well as \$75K from King County which we will receive next Wednesday, 2/22.

INFORMATION ITEMS -- None

PLUS, DELTA AND PARKING LOT ITEMS

Parking Lot:

- Cash flow discussion and Roundtable discussion called a Board of Director's Report be added to regular meeting agendas
- Commissioner Kuehnoel called for a performance and salary review for DGM Deschenes.



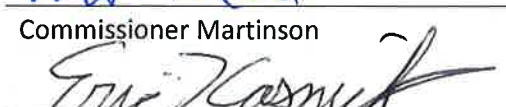
UPCOMING MEETINGS


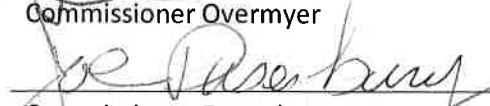
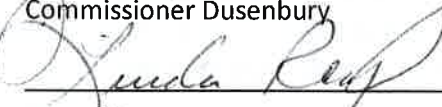
- February 21, 2017, Regular Board Meeting, 5:00 p.m., District Offices.
- March 21, 2017, Regular Board Meeting, 5:00 p.m., District Offices.
- Aquatic Feasibility Study Workshop #1, T.B.D.

There being no further business, the meeting was adjourned at 6:19pm.

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool District Board of Commissioners


Commissioner Kuehnoel

Commissioner Martinson

Commissioner Kasnick


Commissioner Overmyer

Commissioner Dusenbury

Linda Ray, District Clerk

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