



**Des Moines Pool Metropolitan Park District
22015 Marine View Drive South**

April 18, 2017
5:00 p.m.

**MINUTES
REGULAR MEETING**

CALL TO ORDER/ROLL CALL

President Overmyer called the meeting to order at 5:00p.m. Present were Commissioners Kuehnoel, Dusenbury, Kasnick, and Martinson; DGM Deschenes and District Clerk Linda Ray.

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

ADOPTION / MODIFICATION OF AGENDA – Add items #9c, #9d, and #9e all related to contract programming to the agenda.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT – None

CONSENT AGENDA – Commissioner Kuehnoel moved to adopt the March Consent Agenda with exception of the 3/21 Regular Meeting Minutes which needed a correction to the WRPA meeting location; Commissioner Dusenbury 2nd, no further discussion. Passed 5-0.

President Overmyer re-ordered the agenda while awaiting legal counsel to arrive and moved onto Old Business.

OLD BUSINESS:

a. Project Manager/Closure Update – District General Manager Deschenes reported on the pool downspout repair and that the cost is \$60K not counting replanting of grass. Scott Hodgins from Highline School District was emailed with this information along with pictures.

DGM Deschenes, Project Manager Scott Romano, and Commissioners Martinson and Dusenbury met with individuals from BLRB yesterday (Monday, 4/17) to discuss the closure project. It was reported that the double doorway on the north side of the building by the stands is too small for the new bulkhead. A new portal will be required prior to delivery of the bulkhead. This information was also provided to Scott Hodgins at HSD. Doug Ducharme stated that this change should not take us over the original proposal estimate. He will provide the DGM with an updated timeline as well reports every two weeks going forward. Bid packets are scheduled to be sent out asap.

Commissioner Martinson noted that BLRB is running approximately three weeks behind schedule at present and the meeting's purpose was to reinforce the need for the Architect to honor our timeline for the facility closure.

EXECUTIVE SESSION -- With the arrival of legal counsel, Brian Snure, the Board went into *Executive Session at 5:15 pm pursuant to RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment. The Executive Session will be for 30 minutes until 5:45pm.*

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.

After a 5 minute break the regular meeting re-convened at 5:50pm.

Continuing with Old Business –

b. 500s Policies and Procedures Approval -- The Board was given an opportunity to edit or submit changes to the 500s Policies and Procedures. President Overmyer ask for the Board's approval of 505, 525, 530, 535, 555, and 550; noting that #520 entitled "Procurement" had not been included on the AIS. This procedure will be held for approval until the May 16 Regular Meeting.

Commissioner Dusenbury moved to adopt the 500's with exception of #520. Discussion ensued on amendments that would need to be made at a future time. With no further discussion, Commissioner Kasnick 2nd the motion. Passed 5-0

NEW BUSINESS:

a. District 1st Quarter Financial Report

DGM Deschenes reported for Toni Nelson, Financial Analyst on cash activity, general fund and capital projects/reserve fund. The report is on file. There is \$15K unresolved from the King County Treasurer's report due to a record keeping issue. Toni Nelson will keep us apprised of what she learns through discussions with KCT. The difference may be due to IRS tax amounts that are requested from KCT and applied through the Electronic Federal Tax Payment site.

Board members discussed that expenses should be coded in accordance with the BARS system prior to reporting to Toni N. DGM Deschenes stated that this is a goal to work towards in 2018.

DGM Deschenes also stated that he does not see potential budgetary issues at present, but that we may be over budget on pool subsidy due to additional guards that the District is funding.

b. 2017 Financial Report

This is the 1st touch as information only to the Board on the 2016 Financial Report that is due to the State on May 31, 2017. Using the 2015 template, Toni N will provide updated levy information, DGM Deschenes will write the budget message with Commissioner Kuehnoel; and the values/mission/goals, contacts and org chart will be included. The final report will be presented at the May 16 Regular Meeting. Any changes must be resolved at that time in order for the report to be submitted on time before the end of May.

c. AMG Presentation on Proposed Subsidy at May 2, 2017 Meeting

Commissioner Martinson moved to have the District General Manager request AMG to present an annual suggested contractual subsidy between the dates of September 18, 2017 through September 17, 2018 at AMG's 2017 First Quarter Subsidy Meeting on Tuesday, May 2, 2017. Commissioner Kuehnoel 2nd.

Brief discussion regarding staff on site and that the District is paying for the additional guards.

With no further discussion, the motion passed 4-0 with 1 abstention from Commissioner Kasnick.

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d. BKA Proposal for Operational Plan

Commissioner Kuehnoel moved to hire BKA to perform an Aquatic Assessment and Operational Plan for up to \$16K. The District General Manager plans to present this information at a board meeting in late June or early July. Commissioner Dusenbury 2nd.

A discussion ensued on the cost of managing the facility and that a part of that cost should be borne by the contractor. It was agreed that the report furnished by BKA would assist in contract negotiations.

With no further discussion, the motion passed 4-0 with 1 abstention from Commissioner Kasnick.

e. Contract Extension through July 31, 2017

Commissioner Martinson moved to direct the District General Manager and legal counsel to work with AMG to sign a contract extension through July 31, 2017. Commissioner Kuehnoel 2nd.

A suggestion was made to amend the motion to include "notification to AMG". Commissioner Martinson accepted the change in the motion.

With no further discussion, the motion passed 4-0 with 1 abstention from Commissioner Kasnick.

INFORMATION ITEMS

Commissioner Martinson – made the request of DGM Deschenes to verify through legal counsel if sales tax should be added to charges for professional services.

Commissioner Kasnick – reported that there is damage to an exterior wall at the pool that may explain why the roof drain line along the south wall is slanting. DGM Deschenes will visit the pool tomorrow (Wednesday, April 19).

Commissioner Kuehnoel – reported that her husband has become active in the local Democratic Party and they are interested in learning about the Aquatic Feasibility Study. She would like to get on the agenda for their next meeting to present the slide show.

President Overmyer – reported that Commissioner Martinson, DGM Deschenes, and herself attended a City of Des Moines council work session to present the slide show on the Aquatic Feasibility Study. The City is supportive. They confirmed that Dan Brewer is the correct contact. Councilmember Muser will be our council contact. She has emailed Bernie Dorsey, President of the Board at the Highline School District for a meeting. Commissioner Dusenbury stated he would be happy to attend the meeting with President Overmyer as Mr. Dorsey is a personal contact.

District General Manager Deschenes – working on post cards for the survey. He is meeting with the Highline School District and Brian Snure (legal counsel). He is on a committee through Rotary with individuals from the school district, and has been asked to become a Rotary board member. He also mentioned that MRSC and NRP have announced free seminars on-line. Log-in information will be forwarded to the Board. The DGM also mentioned that the surveys are in process of being printed.

A general question was asked about WCIA classes and their availability. It was stated that information could be found on-line. President Overmyer mentioned that she has information regarding WCIA funding that may apply to the additional lifeguards. She will research further.

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COMMISSIONER REPORTS

DGM Deschenes forwarded to the Board updated calendar invitations for the public meeting which is rescheduled to Wednesday, June 14. This will be a full day of touring pool facilities and then meeting in the evening. Stakeholders have been asked to join the Board for the tour and the meeting. The Yacht Club ballroom has been secured for the evening meeting for which the District may be charged. Coffee and tea service is provided.

Commissioner Kuehnoel stated that she would not be attending the May 16 Regular Meeting.

UPCOMING MEETINGS –

- May 2, 2017, AMG 2017 1st Quarter Report, 5:00 pm, District Offices
- May 16, 2017, Regular Board Meeting, 5:00 p.m., District Offices

ADJOURNMENT --

There being no further business, the meeting was adjourned at 6:53 pm.

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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