



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

May 16, 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 Dusenbury, Kasnick, and Martinson; DGM Deschenes and District Clerk Linda Ray. Commissioner Kuehnoel was absent. Commissioner Kasnick moved to excuse; Commissioner Dusenbury 2nd. No discussion. Passed 4-0.

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

ADOPTION / MODIFICATION OF AGENDA – None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- District Clerk Linda Ray announced completion and submission of the 2017 Census of Governments Survey of Public Employment & Payroll. A copy of the completed form is on file.

PUBLIC COMMENT – None

CONSENT AGENDA – Commissioner Kasnick moved to adopt the April Consent Agenda; Commissioner Martinson 2nd, DGM Deschenes offered copies of his monthly report as a handout. No further discussion. Passed 4-0.

OLD BUSINESS:

a. Project Manager/Closure Update: Project Manager Scott Romano reported that the project went out to bid on 5/12. Bids will be opened at the District office on 5/31/17. An award of bid will be made at the 6/6/17 Special Meeting. BLRB has applied for electrical and building permits from the City and will receive those by the end of June. Permits from the Department of Health have already been applied for. Special testing will be required at a cost of approximately \$5K. Project Manager Romano is seeking bids from vendors on this item.

The bulkhead is in process of fabrication. A final decision was made to install a temporary portal necessary for bringing the bulkhead into the building. The new bulkhead will have a 4-inch gap at depth which will not affect movement. The manufacturer suggested to not install a locking mechanism on the device until the bulkhead is installed. Total estimate for permits for the whole project will be \$100K.

Downspout repairs were completed at a cost of \$50K. President Overmyer offered that the school district might help with this cost. District General Manager Deschenes has already furnished an estimate to HSD.

b. Procedure 520 Approval – This procedure was held for approval at the April Regular Meeting due to additional comments. Commissioner Kasnick moved to approve procedure 520-Procurement with amendments; Commissioner Dusenbury 2nd. Discussion led by Commissioner Martinson regarding whether procedure should be followed as written or pursuant to what is currently written in the RCW. Further changes will be sent to the board and might need to be addressed at the 6/6/17 Special Meeting. With no further discussion, the motion passed 4-0.

c. 2017 Financial Report – A handout was furnished to the Board members and is on file. Commissioner Martinson moved to adopt the 2016 Financial Report to the SAO as amended; Commissioner Kasnick 2nd. Discussion included

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

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that Financial Analyst Toni Nelson constructed the report as a summary of current policies, accounts for budget, and expenditures to date. It was noted that the annual statement was missing from the report.

Commissioner added that under Capital Assets or Construction Commitments, verbiage should include a comment that the \$452K for Capital projects in 2016 were deferred to 2017 due to scheduling conflicts with interscholastic sports activities.

It was also stated that the report was not in the same format as in past years. President Overmyer asked for a review of the 2015 and 2016 reports for finalization; and that District General Manager Deschenes should contact Toni Nelson for an explanation of the format change.

With no further discussion, the motion passed 4-0.

d. Feasibility Study Update – District General Manager Deschenes reported that several Board members had received the survey announcement in the mail and that the post cards would be posted next week. The survey and following public meetings have been broadcast on social media. Some public comments have already been received. The Des Moines Yacht Club is scheduled for the public meetings. Checks for the mail out are being processed. A presentation to Des Moines Rotary and a meeting with the City of Kent are scheduled.

A question was asked about the objective of the meeting with the City of Kent. It was answered that the objective is awareness and an opportunity for bringing everyone to the table.

Commissioner Dusenbury mentioned that the reader board announcing public meetings on Marine View Drive and 7th has been an effective tool and might be used for announcing AFS public meetings. District General Manager Deschenes will reach out to the City and ask for its use.

President Overmyer reported that she has received positive input from members of the community about the outreach that the survey is providing. She is willing to act as the point of contact for questions from the public.

District General Manager Deschenes mentioned that the operational report from Darin Barr at Ballard King & Associates should be emailed tomorrow (5/17/17).

President Overmyer suggested that a poster size survey card be installed at the pool as a visual reminder.

e. Youth and Amateur Sports Grant – President Overmyer reported on options for the funds awarded to the District by Dave Upthegrove earlier this year. Part of the \$75K will be used for the new bulkhead. A suggestion to use a Wibit at the reopening of the pool after the project was presented to the Board. Commissioner Martinson moved that the District apply the \$75K grant received by King County towards equipment after the 2017 summer closure for renovations; Commissioner Kasnick 2nd.

Discussion ensued regarding parts for the Wibit with consideration to size and where it will be anchored in the pool. It was noted that storage space is limited. Equipment stored at the facility by King Aquatics may need to be addressed.

With no further discussion, the motion passed 4-0.

f. 3-Year Lease Contract – The District offices landlord has offered the option of a 3-year lease. Commissioner Kasnick moved to extend our office lease to a 3-year period. Commissioner Dusenbury 2nd. Discussion included comments on relocation of the offices to the pool and the availability of additional space in the present building. There is nothing

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available at this time, but the landlord has been notified that we are interested. The District General Manager has researched other locations in the area, but this one is the most cost-effective.

With no further discussion, the motion passed 4-0.

g. Note from Pool Operator – Pool Operator, Ken Spencer submitted an email for review by the Board as an addendum to his report presented at the 2017 1st Quarter review on 5/2/2017. His email addressed scheduling issues and reports of unanswered communications by pool patrons.

A latch key issue has existed in the past with King Aquatics coaches and the pool's vendor MacDonald Miller. The District General Manager has discussed this with the Pool Operator previously and the issue has been addressed. The Board feels at least one staff member should be on-site while a coach or vendor is at the facility; and no less than two staff members on duty when the facility is open.

The Board was informed by AMG that keys have been retrieved from the coach.

It was decided at AMG's 1st Quarter meeting on 5/9 that funds from the Kaiser Permanente grant will be used first as its expiration date is 12/31/17. AMG will manage the funding on their own.

The District General Manager was asked to follow up with AMG on scheduling issues and key holders. The Board would like to see AMG's key management process due to the security impact.

NEW BUSINESS:

a. 400's Policies and Procedures

Procedures on 422-District General Manager Position, 415-Legal Officer, and 430-Criminal Background Checks were presented to the Board for their review by June 9th. The District Clerk will provide these procedures to the Board members electronically.

b. Communication Services

Liz Loomis Public Affairs was recommended by Brian Snure as a resource for complete communication should a change in management at the pool occur. Media watch is included in the process. Cost will be approximately \$6K. This is informational only. Next steps include a vote on contracting with Liz Loomis from the Board at the regular meeting on 6/20/17. Commissioner Martinson asked District General Manager Deschenes to proceed with putting the master agreements in place for review.

c. WCIA Contract Review/Audit OSHA Check

Tanya Crites from WCIA will meet with Commissioner Kuehnoel and District General Manager Deschenes to discuss the employee handbook that is being drafted. The results of this meeting will be reported to the Board at the 6/20 meeting.

d. Department of Retirement/Social Security Resolution

Commissioner Kuehnoel had discussions with Melanie Piccin at the Department of Retirement regarding the continuation of Social Security benefits for District employees. A resolution is being reviewed and will be presented for approval at the 6/20 meeting.

e. Legacy Foundation

The subject of the Faith Callahan Legacy Foundation Scholarship Program was introduced at the April meeting. No funds have been used in two years. A balance of \$10K is available. It was agreed that there are no issues at this time. A discussion and review of the program will be postponed until the fall.

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BUSINESS CALENDAR:

Updates to the Business Calendar will be drafted by the District Clerk and provided to the Board members for their input and feedback.

COMMISSIONER REPORTS

Commissioner Martinson reported he had met with Gene Achziger and was asked about the cost of the closure project. Commissioner Martinson indicated he would follow up on this. Mr. Achziger indicated he was hoping to work collaboratively with the District and the Board in the future. It was stated that Mr. Achziger is an AMG employee and as such all contact with the Board and the District should be through the Pool Operator, Ken Spencer, to District General Manager Deschenes.

Commissioner Martinson also noted that he and District General Manager Deschenes had done a facilities walk-through of the pool and the area looks much better. Kudos were given to the new Assistant Manager at MRP.

UPCOMING MEETINGS –

- June 6, 2017, Special Meeting, 5:00 p.m. District Offices
- June 13, 2017, Workshop #2, 4:00 p.m., District Offices
- June 14, 2017, Public Meeting #1, 6:30 p.m., Des Moines Yacht Club
- June 20, 2017, Regular Meeting, 5:00 p.m. District Offices

ADJOURNMENT --

There being no further business, the meeting was adjourned at 7:02 pm.


Respectfully submitted by Linda Ray, District Clerk

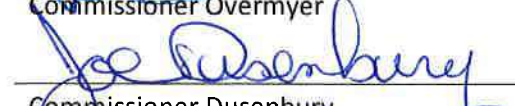
Des Moines Pool District Board of Commissioners



Commissioner Kuehnoel


Commissioner Martinson


Commissioner Kasnick


Commissioner Overmyer


Commissioner Dusenbury


Linda Ray, District Clerk

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