



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

July 08, 2017
9:00 a.m. Special Meeting (Retreat)
District Office

MINUTES

CALL TO ORDER/ROLL CALL

President Overmyer called the meeting to order at 9:00 a.m. Present were Commissioners, Kuehnoel, Kasnick, and Martinson, DGM Deschenes, and District Clerk Linda Ray. Commissioner Kasnick moved to excuse Commissioner Dusenbury; Commissioner Kuehnoel 2nd. Passed 4-0

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

ADOPTION / MODIFICATION OF AGENDA -- None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT – None

OLD BUSINESS

a. Resolution 2017-3 – Contractor Transition

The Resolution was presented for signature by the Board to formalize the District's operation of Mt. Rainier Pool. Commissioner Martinson moved to adopt Resolution 2017-3 cancelling the contract with Aquatics Management Group on July 31, 2017. Commissioner Kuehnoel 2nd. Passed 3-0. Commissioner Kasnick recused himself.

b. Resolution 2017-4 – Administrative Manual

The Administrative Manual was presented for signature by the Board. The Manual has been reviewed and modified by the Board. Commissioner Martinson moved to adopt Resolution 2017-4 establishing an Administrative Manual of District bylaws, policies, and procedures. Commissioner Kuehnoel 2nd. Discussion: The difference between the Administrative Manual and Policies/Procedures is that policies are not part of the Manual. The Board handles the larger policies and procedures and their execution. With no further discussion, the motion was passed 4-0.

c. Branding and Communication – Liz Loomis Public Affairs

An AIS was handed out for a discussion on branding and communication. President Overmyer and Liz Loomis discussed the two logos that are presently used for the District and for Mt. Rainier Pool. The pool logo is for distribution of printed material; while the District logo is not for re-printing. This logo will need to be re-formatted for use. Indicating this discussion would continue at the 7/18 meeting, and that any information we have on the logos would be forwarded to the Board via email.

It was stated that individuals are confused by the two logos and many think there are two separate pool facilities. Because the District has not formally received all of the correct formats associated with the logos, District General Manager Deschenes will request these from Gene Achziger. The DGM would like to present a combined logo at the 7/18 meeting. Trademarking will be a future subject and needs to be formalized. This subject was marked as 1st Touch.

Further discussion on Liz Loomis Public Affairs, President Overmyer stated that the District has worked with them for two months and the association has worked out well. The contract ends on 7/31 and it was recommended that the Board consider hiring the company at the same rate as what is currently being charged. It was also suggested that

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Des Moines WA 98198

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Loomis would work through District General Manager Deschenes. Scope of work would include turning over design of communication and distribution of newsletters and other communication along with monitoring social media. The website is currently updated by the District General Manager and the District Clerk with assistance from BTown when needed on larger projects. A decision will be entertained at the 7/18 meeting.

President Overmyer explained to the Board that Liz Loomis has experience in working with bond issues and would be of assistance to the District and the Board post-transition. The company will provide consistency in language and messaging and has expertise in dealing with constituents.

Commissioner Kuehnoel requested a copy of the original contract.

A concern was voiced and noted regarding the cost and need for communication services. The Board urged consideration to keep them on-board.

NEW BUSINESS

a. William Shore Meeting

District General Manager Deschenes reported on his meeting with Steven Burke and the Aquatics Manager at William Shore Pool. The DGM stated that he has done exchange programs with William Shore in the past and they have offered to assist us with management transition.

Steven Burke took over operations of the William Shore Pool in 2009 as a part-time pool manager and later became the District Manager. They are a combined district. Burke set up the systems by which they currently operate. Meeting notes are on file.

They employ a software with a POS module called Civic Rec (Rec1). The cost of the version they use is \$9K (4.5k annually with 9k setup) annually; software is cloud-based. It has the potential of merging the current MRP database with the new software.

The software contains modules for on-line registration to free up the staff, and has a tracking system for punch card holders; as well as waivers of liability and facility rental reservations.

A third-party credit card merchant would need to be established as the software doesn't handle merchant accounts. A third-party is also needed for hardware and fobs.

Training on the software can be accomplished on-line or in-person. Cost would need to be identified before purchase of the software.

Commissioner Martinson moved for a recess at 10:40 a.m. The meeting re-convened at 10:45 a.m.

The DGM also reported on timing pads and the desire of Highline School District for the District/MRP staff to maintain the equipment. The District GM is suggesting on having a dedicated staff to setup and take down the equipment. The HSD AD requested that staff also run the equipment during meets. It was discussed that the Booster teams and parents could be of assistance with these tasks.

It was also mentioned that King Aquatics and other groups have not been contacted by AMG whether or not swim teams will use the Mt. Rainier Pool when it reopens as there has not been consistent communication with the Highline School District on this subject.

The District General Manager reported on the Pre-construction meeting. The construction company (Werlech) is ready to begin. A representative from Highline School District was not present to discuss the re-roofing of the building. A list of pre-approved individuals allowed on site during the project has been requested. BLRB is also

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working on a timeline. DGM Deschenes will contact Doug DuCharme for this item. Werlech has stated that they need one month for curing of the pool surface and so would need to be finished with this part of the project by August 17th.

The District General Manager was asked to report on his meetings with after the last board meeting on June 20th. He reported that they met on June 26th, a copy of the notes from that meeting are on file. A walk through of the facility is planned for Tuesday, 7/11 by the DGM and the District Clerk. Utility companies have been notified of the change in management; and a transfer of liabilities has been discussed with Brian Snure.

AMG's President has been asked not to sell any more punch cards passed 7/17. AMG has not tracked punch cards as part of their processes. It was asked of the DGM to provide a deadline for providing information on outstanding punch cards and what information they are giving to patrons about their end of service. It was suggested to check with legal regarding with-holding a percentage of funds due to AMG if information is not received.

Discussion ensued regarding the Conex unit owned by King Aquatics.

The DGM reported on the meeting with the pool staff the day after the transition letter was delivered to AMG's President. Staff questions were entertained and they were encouraged to apply for open positions. The Board suggested that all positions be posted on the website without delay. The staff was encouraged to apply with an application, a resume, and a cover letter; as well as their list of cross-functional interests. Key responsibilities relative to job description was discussed along with other duties as required. A discussion of hourly wage ensued and Commissioner Kuehnoel was asked to make a recommendation. It was stated that the salary needs to be in line with our handbook to avoid mis-interpretation. Incentives to current staff for retention will be discussed by the Board.

The DGM also reported that a meeting with a team from Civic Rec was scheduled for Tuesday to discuss software options for recreational management systems.

A lunch recess was taken at noon; meeting was re-convened at 12:10 p.m.

b. Transition Timeline

Commissioner Martinson reviewed a transition timeline that he constructed in order to track priorities vs tasks that can be dealt with at a later time.

President Overmyer noted that a place for in-service training of life guards should be procured for the week prior to opening on September 17th. DGM Deschenes stated that the Tukwila Pool may be an option.

Commissioner Kuehnoel and DGM Deschenes are working on a communication to the current staff indicating we are accelerating the hiring program. In order to accommodate the transition, the current staff will be interviewed. The new Aquatics Manager can then hire the rest of the team. A benefits package will be drafted.

For security purposes, Highline School District will be requested to re-key the facility after July 31.

Letters of transition to go to City of Normandy Park, Des Moines, King County, vendors with points of contact, suppliers, Alaska Airlines, Boeing and anyone else that has a current relationship with the Mt. Rainer Pool.

It was discussed that Operational services like utilities will be separated per facility; i.e. MRP and the District offices. Administration services will be merged. There will need to be separate bank accounts for payroll for instance.

c. Employee Handbook

Commissioner Kuehnoel led a review and discussion of edits to the handbook that were submitted by Tanya Crites of WCIA. The job hiring process should contain certain policies for signature by the employee; i.e. sexual harassment

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and IT policy. The Board discussed closure on holidays and facility hours, how to pay staff members on typical holidays. Commissioner Kuehnoel was asked to make recommendations on these items after researching other entities for best practice.

President Overmyer asked the District Clerk to pole the Board members' availability for a special meeting during the first week of August for the purpose of discussing the handbook, benefits, and pay structure.

ENHANCED SERVICES

President Overmyer stressed to the Board that we should remove ourselves from using "cost effectiveness" and replace it with "enhanced services". With the District operating directly, there can be a direct impact on longer hours, programming to suit community needs, and providing red-line service.

She also stated that the District is researching play structures; i.e. Wubit structures for the re-opening.

INFORMATION ITEMS

President Overmyer asked the Board members to speak with her directly if there is a need for a meeting during the week of 7/10.

Action items:

- Request all logo formats from Gene Achziger
- Provide Commissioner Kuehnoel with a copy of the Loomis contract
- Work on Employee Handbook for 7/18 meeting
- Email to BLRB regarding the expected timeline
- Prepping for 7/18 meeting on Liz Loomis contract
- Get liability info to contractor
- Discuss with Legal an exit interview with contractor and expectations
- Secure training site for in-service lifeguard training
- Notice to AMG staff for hire

UPCOMING MEETINGS:

- July 18, 2017, Regular Board Meeting, 5:00 p.m., District Offices
- July 25, 2017, Special Meeting w/ BRS, 5:00 p.m., District Offices
- July 26, 2017, 2nd Public Meeting, Des Moines Yacht Club, 6:00 p.m.

ADJOURNMENT --

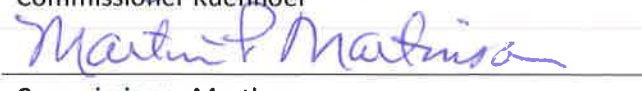
There being no further business, the Special Meeting was adjourned at 2:22 p.m.

Respectfully submitted by Linda Ray, District Clerk

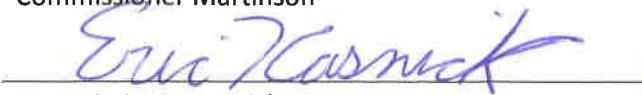
Des Moines Pool District Board of Commissioners:


Commissioner Kuehnoel


Commissioner Overmyer


Commissioner Martinson


Commissioner Dusenbury


Commissioner Kasnick


Linda Ray, District Clerk

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