



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

July 18, 2017  
5:00 p.m. Regular Meeting  
District Office

**MINUTES**

**CALL TO ORDER/ROLL CALL**

President Overmyer called the meeting to order at 5:00 p.m. Present were Commissioners, Kuehnoel, Dusenbury, Kasnick, and Martinson, Project Manager Scott Romano, DGM Deschenes, District Clerk Linda Ray, and guest Gene Achziger from AMG.

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

**ADOPTION / MODIFICATION OF AGENDA** -- None

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – None

**PUBLIC COMMENT** – None

**CONSENT AGENDA**

Commissioner Kuehnoel moved to approve the Consent Agenda as presented. Commissioner Kasnick 2<sup>nd</sup>. No discussion. Passed 5-0.

**OLD BUSINESS**

**a. Project Manager/Closure Update**

Scott Romano, Project Manager, reported on the Closure Project. There has been no work as of this date. The pool is drained. On Friday, 7/21, Scott Romano and the architect (BLRB) will inspect the new bulkhead. As soon as a schedule is received from the contractor (Werlech Construction), the Project Manager will report to the Board. Anderson is waiting for the architect to provide them with information on the compound that has been used for curing the new pool liner previously, however it may not be possible to speed up the curing process.

A question was asked if BLRB had talked to Anderson regarding brick wall replacement options. The Project Manager indicated they had not been contacted. District General Manager Deschenes will follow up on this with Doug Ducharme.

**b. Feasibility Study**

District General Manager Deschenes reminded the Board of three upcoming meetings next week: 7/25 Workshop #3 meeting with BRS; and 7/26 Pre-meeting with BRS at 3:00 pm and Public Meeting #2 at 6:00 pm. All meetings will be held at the Des Moines Yacht Club. The purpose of the 7/25 is to review the statistically valid survey and some of the metrics of facility options. Ron Vine will be in attendance at the meetings on both days.

**c. Closure/Transition Timeline**

District General Manager Deschenes gave a handout to the Board on transition costs to date. All job notices have been posted to a variety of agencies. Commissioner Kuehnoel is working on benefit package information. The deadline for receiving applications for the Aquatics Manager is Wednesday, 7/26; and for the Aquatics Coordinator, 8/6. We have received approximately 50 resumes and applications to date.

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In reviewing the timeline, applications and job descriptions were posted on the website and in social media. We have a proposal for a Recreational Management software thru Civic Rec (Rec 1) that has been reviewed by Legal. The District Clerk has notified utility services of the changeover. We will need to file a permit with the Health Department with updated information as soon as the Aquatics Manager is hired. Commissioner Martinson and the District Clerk will be meeting with a janitorial company next week. A form letter to renters and suppliers is going out in the next couple of weeks. The District General Manager and District Clerk met with Dallas Stewart from CMIT on technical equipment and software systems needed for re-opening and they have submitted a proposal for work. The District General Manager and District Clerk did a preliminary walk-through of the pool facility with Ken Spencer last week.

Highline School District has been notified of the transition. A question was entertained about keys and if this is the responsibility of HSD. It was stated that the building had been re-keyed when the previous District General Manager left his position. Keys will be collected on July 31<sup>st</sup> and if all are not retrieved, the building will need to be re-keyed again.

District General Manager Deschenes reviewed for the Board the information obtained from Civic Rec, as well as a meeting with Heartland Payment Systems on POS and payroll services. CMIT will assist us in interfacing with both of these systems.

The DGM also received a list of items submitted by AMG that could potentially remain at the facility after July 31<sup>st</sup>. These include shelving, refrigerator, freezer unit, a tool cabinet and other items. Total ask is \$1,355.

A question was asked about bookkeeping services and if the District would need to consider purchasing accounting software. It was answered that all systems were cloud-based.

Commissioner Kasnick stated that he would like to see uniform shirts on pool staff as was previously suggested.

District General Manager Deschenes indicated that he would continue to plug numbers into the spreadsheet as costs are realized, and that the timeline would continue to evolve.

#### **d. Communication**

President Overmyer reported that Liz Loomis Public Affairs was working on reformatting the contract as discussed at a previous meeting and that it will be ready for review at the Board's next meeting.

She also reported on receiving communications from patrons who are concerned about possible changes to programming at the pool, and indicated that there is much mis-information about the changeover. District General Manager Deschenes and Liz Loomis will continue to work on communications together for the website and social media to demystify information for patrons and to clear up false information.

A question was asked about an increase in prices for lessons and memberships after August 1<sup>st</sup> and was answered that it was not under consideration at this time.

#### **e. Timing Pads**

District General Manager Deschenes reported that he had met with Highline School District. They are interested in working with us on the purchase and maintenance of timing pads. The discussion was preliminary however. It has been decided that timing pads will not go off-site and that designated pool staff will have hands on the equipment. The Board will be updated if there is any further information.

#### **f. Civic Rec Software**

The proposal from Civic Rec is on file. It is a four-module system for registration, membership maintenance, facility maintenance, and POS. It will allow for on-line registration and key chains to be handed out by desk staff. The system will also track visits for punch card users and has reporting capability. If AMG is willing to assist, information from the old database could be migrated into the new system. The cost is \$9K for installation and operation for the first

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year, and \$4500 annually thereafter for continuing service and maintenance. Credit card transaction are separate from this software as it cannot interface with merchant accounts.

Cloud-based on-line training will be available to pool staff at both the pool facility and at the District office.

Key chains would need to be purchased from a 3<sup>rd</sup> party at a cost of 20-70 cents/ea, the cost of using the logo is inclusive in that cost. The first key card to patrons is at no cost. Lost key cards would be charged to the patron. The card can act as a debit device for concessions. It will hold patron information and can have auto-renewal with their credit card on file.

With no further discussion, Commissioner Martinson moved to contract with Civic Rec for scheduling registration and management of membership database not to exceed \$10,000; Commissioner Kuehnoel 2<sup>nd</sup>. Commissioner Kasnick noted for the record that he didn't believe such a detailed and expensive system was needed for operation at the pool. The motion passed 4-1.

#### **g. Employee Handbook**

Commissioner Kuehnoel reported on the employee handbook and HR policy. She is working with William Shore's version of their handbook and WCIA to separate policy from handbook material. In meeting with the POS system company, Heartland, they offer HR support with personnel records management, and payroll services. She indicated to the Board that we may want to explore these options as they might be a good provider given our timeline to re-opening. Commissioner Kuehnoel indicated that she would have a draft of the policies and handbook ready for review in 30 days.

Commissioner Kuehnoel gave a review of Heartland services to the board with regard to payroll and taxes.

A question was asked about a cash drawer for the pool facility. Commissioner Kuehnoel indicated that both Even Keel and Heartland will get back to us on that process. Sales tax can be setup in Civic Rec as well as cash drawer items.

Commissioner Kuehnoel also indicated that she and District General Manager Deschenes will be reviewing information received from candidates for the Aquatics Manager, Aquatics Coordinator, and Lifeguards positions in the next few days.

#### **h. Contract for Pool Management**

District General Manager Deschenes reported on the walk-through that was done with Ken Spencer as well as liability issues. AMG would like for the District to honor unused punch cards. The DGM will be meeting with AMG on this subject on 8/2. AMG also would like for us to pay for lifeguards during swim lessons as per the contract thru July 31<sup>st</sup>. District General Manager Deschenes will check in with Legal on this request.

Commissioner Kasnick reviewed the current system of punch card use with the Board for clarification. He indicated that Mt. Rainier Pool cards are also valid at the Kent Meridian facility, and that there may be outstanding costs related to swim lessons as well.

President Overmyer reiterated the importance of obtaining from AMG what they are messaging to patrons regarding use of the punch cards.

### **NEW BUSINESS**

#### **a. CMIT Meeting**

This item was covered previously in the meeting and was offered as an information item only. This proposal will be signed at a special meeting of the Board on August 1<sup>st</sup>.

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**BUSINESS CALENDAR**

The Special Meeting on August 1<sup>st</sup> was added.

President Overmyer asked Commissioner Kuehnoel and District General Manager Deschenes to give a heads' up to the Board when interviews are scheduled.

**COMMISSIONER REPORTS**

Commissioner Martinson indicated that he and District General Manager Deschenes reviewed the project schedule from Werlech Construction and were awaiting the master schedule. He also indicated that the Board may want to consider how to procure a maintenance or general repair person for the pool facility. The current individual is shared by Kent Meridian pool. He encouraged District General Manager Deschenes to check with HSD to find out if they have a maintenance person that could fill this gap.

District General Manager Deschenes reported that he had heard from HSD about the roof repair and that the state has frozen public spending due to the inability to pass the capital budget. He will continue to work with HSD on timing of this work.

President Overmyer reported that she had attended the meeting with at Highline School District with District General Manager Deschenes. She is creating a presentation to their Board for a meeting in September or October and encouraged the District Board members to attend.

Commissioner Kasnick posed a question about repair of the divots in the pool facility wall and if a mason could be consulted about filling those in. It was answered the repair would be considered when the outside is sealed and the roof is repaired.

**UPCOMING MEETINGS:**

- July 25, 2017, Special Meeting, Workshop #3 w/ BRS, 5:00 p.m., Des Moines Yacht Club
- July 26, 2017, Pre-meeting w/ BRS, 3:00 p.m., Des Moines Yacht Club
- July 26, 2017, Public Meeting #2, Des Moines Yacht Club, 6:00 p.m.

**ADJOURNMENT --**


There being no further business, the Special Meeting was adjourned at 6:35 p.m.

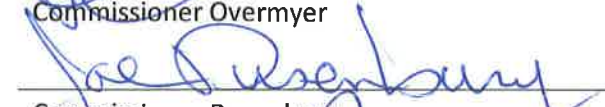
Respectfully submitted by Linda Ray, District Clerk

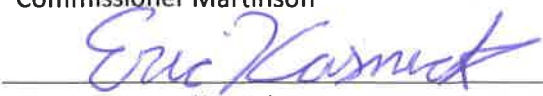
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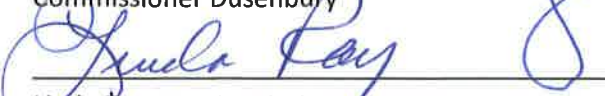
  
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Commissioner Kuehnoel

  
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Commissioner Overmyer

  
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Commissioner Martinson

  
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Commissioner Dusenbury

  
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Commissioner Kasnick

  
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Linda Ray, District Clerk

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