



Des Moines Pool Metropolitan Park District 22015 Marine View Drive South

August 1, 2017
5:00 p.m. Special 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; Scott Romano, Project Manager, Doug Ducharme from BLRB, Liz Loomis from Liz Loomis Public Affairs, DGM Deschenes, District Clerk Linda Ray; and guest, Gene Achziger.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute

ADOPTION OF /MODIFICATIONS TO AGENDA – President Overmyer rearranged the order of the agenda, adding Liz Loomis as first presenter in the meeting.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT -- None

BUSINESS

Liz Loomis – Ms. Loomis introduced herself to the Board Members and other attendees and explained her company's scope. Her public affairs team assists local government, and other special districts with communication needs. Her company works with companies to manage expectations on large bond projects.

To date, she has introduced a newsletter which will be on-going, media posts, transitional posts. She proposes for the District, monthly conference calls, one news release a month covering the pool facility construction project. Ms. Loomis also suggests a letter to the editor in October to the community as well as other communications as needed.

She has developed a list of key messages for the Board to assist with public questions and comments.

A discussion among the Board members ensued regarding consistency in the messages that are being crafted; however, Ms. Loomis suggested this might not be the way to go.

a. Closure Update

Project Manager, Scott Romano reported that the pool was in the 3rd week of construction, less the 1st week when no work had been started. There are some issues in removing the tile around the pool and gutter where chunks of mortar are appearing. The mortar has to be removed entirely before building it back up to re-tile. He has not received the scheduling impacts yet, but anticipates the pool will not re-open as planned on September 17.

President Overmyer indicated that District General Manager Deschenes would be meeting with individuals at Highline School District tomorrow (Wednesday, August 2) to inform them of this delay. The school district will need as much lead time as possible in order to reschedule swim team practice.

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

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The Project Manager indicated that the Contractor (Werlech) had been given the go-ahead to do the extra work.

Project Manager Romano reported that where the bulkhead was anchored, pins had been set in mortar instead of concrete. As a result, a 5-foot section would have to be cut out and re-concreted. The curing process could take 28 days or longer providing the schedule with additional impact. He will share the cost and timeline when he receives the information.

There is also a corrosion issue with the main drain caused by long time use of chemicals. The drains do not meet current codes and need to be upgraded. Project Manager Romano feels we don't need to address this presently; however, the Board will need a timeline for repair and a cost in order to make an appropriate decision. Doug Ducharme from BLRB indicated he did not have information at this time, but should know by end of week.

It was asked how soon the drains might need to be addressed? The Project Manager responded, immediately. Depending on the scope, a cut might need to be made at the deep end of the pool. A re-pour and cure would be needed before the liner is installed. The former pool manager, Ken Spencer was asked by BLRB if drain work had ever been done. He responded that the covers were redone in 2014, but no work done to the drains.

The Project Manager indicated that issues with main drains are more problematic and will require a permit from the Health Department.

Liz Loomis suggested a communication to the public about the delayed re-opening, along with information on the new bulkhead, windows and skylights, etc.

Doug Ducharme asked the Project Manager about the enclosure that had been installed before hydro-blasting the bottom of the pool. Project Manager Romano reported that visqueen had been installed weighted with 5-gallon buckets.

President Overmyer reiterated that for the mortar issue and drain issue, numbers and revised schedule would be received by the District General Manager from BLRB by the end of the week.

It was decided that Anderson should perform a scope of the drains in order to get eyes on the drain issue.

Doug DuCharme reported that an environmental consultant gave asbestos training to the contractor on-site as their certificate had lapsed. He was asked if he had any information on finishes on the outside. Mr. DuCharme answered that the contract requires the finish to be brick, but he had not seen a brick match yet. It was also suggested that a concrete panel be installed. BLRB offered to do a sketch with options.

A recess was called at 5:55; the meeting re-convened at 6:00 p.m.

b. Heartland

District General Manager reported that Commissioner Kuehnoel assisted with the search for payroll and bookkeeping services. Heartland was recommended by our IT professional, Dallas Stewart at CMIT. They provide payroll, HR, and credit card processes. This is informational only and will be discussed in more detail at the meeting on August 15th.

The DGM handed out budget impact information to the Board for bi-monthly payroll with an option for HR services. The software has tracking capability and will maintain a database. They will also assist us construction of an HR manual. Employees can be paid in 3 ways: direct, debit card, or check; and will also track vacation and leave time.

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Credit card transactions are accomplished through collaboration with a 3rd party. On-line registration for classes is included as well as integration with punch cards and key tags. We would have our own representative to eliminate calls to a help desk.

The process for time keeping would include entering employees into the system, employees log into site via their own mobile phones, supervisor double checks time in and time out before approving payroll electronically.

District General Manager Deschenes indicated that he would ask Heartland for a video of services to present at the August 15th meeting.

c. Update on Transition

District General Manager Deschenes reported on where we are on the transition timeline. Interviews for Aquatic Manager are in process, an agreement has been signed for a POS system with Civic Rec. The DGM has met with AMG regarding migration of their database, but an agreement has not been solidified.

AMG has stated they have 15 annual pass holders and that they will provide us with a list of phone numbers, but they are not forth-coming with their records. AMG also turned over the key log and keys to the facility. They will pick up computer equipment from the facility sometime this week and will notify the DGM when this is complete. District General Manager Deschenes is working through areas of negotiations with legal counsel.

Two outstanding issues are refunds to pass holders and payment for lifeguarding swim lessons. It was discussed that the District may not receive any compensation, but that negotiations are on-going and it may be a long process.

Further discussion on pass holders indicated that there are thousands of accounts and some have credits from far long ago; and that passes can also be used at Kent Meridian Pool. The pass information is located in customer notes and may be difficult to integrate.

It was suggested that if database information can be obtained, CMIT might be able to assist by writing a program to extract the info.

District General Manager Deschenes reported that he had spoken to Toni Nelson, Financial Analyst, on what our cash flow position. It was requested the DGM keep the Board informed of updates as actuals come in.

d. Aquatic Manager Recruitment

District General Manager Deschenes reported that he and Commissioner Kuehnoel had reviewed all applications and had narrowed down to 6 qualified candidates. Interviews on-site are scheduled for this week and will include a one-hour interview, a 30-minute safety exercise, and a tour of the pool facility.

e. Reflection on Public Meeting #2

District General Manager Deschenes – He is glad we are doing an aquatic feasibility study.

Commissioner Kuehnoel – biggest positives are the comments from constituents. Feels better about the decisions we are making.

Commissioner Dusenbury – Interesting to see some perceptions about our community. We are getting younger as a community with a higher income.

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Commissioner Martinson – Thought it was a great meeting with diverse points of view. It came together well with input cited from the previous public meeting. Not sure everyone knew what a statistically valid survey meant. There was a diversity of comments from community. Some individuals are really passionate.

Commissioner Kasnick – Everyone seemed much more engaged with differing points of view. Several people seemed aware of costs associated with a new facility.

President Overmyer – Appreciated that BRS kept it [the meeting] streamlined in getting and reporting information. Ron Vine gave numbers and detail, as well as an explanation of his process. We picked a good team to move us along and help us get the information we need. We need to hear all comments, good and bad.

There is one more public meeting in September. BRS would like for the Board to meet with them a couple of weeks before the next workshop. District General Manager Deschenes and District Clerk Ray will coordinate dates with BRS. BRS would also like to see what is going on with the pool project.

District General Manager Deschenes mentioned that a comment was made at the public meeting about a facility tour. President Overmyer suggested that we should work with BRS to include information on what was toured to as part of the study and provide to the community.

General comments

There is a City Council meeting on August 10th. President Overmyer, District General Manager Deschenes, and Commissioner Martinson will report on the meeting with the City tomorrow.

District General Manager Deschenes will not be available on August 18th.

UPCOMING MEETINGS –

- August 15, 2017, 5:00 p.m., Regular Meeting, District Offices
- September 13, 2017, Workshop #4, 3:00 p.m., Des Moines Yacht Club
- September 13, 2017, Public Meeting #3, 6:30 p.m., Des Moines Yacht Club

ADJOURNMENT

There being no further business, the Special Meeting was adjourned at 7:03 p.m.


Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool District Board of Commissioners


Commissioner Kuehnel


Commissioner Martinson


Commissioner Kasnick


Commissioner Overmyer


Commissioner Dusenbury


Linda Ray, District Clerk

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