



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

August 15, 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, Project Architect Doug DuCharme, Aquatics Manager Dominic Finazzo, DGM Deschenes, and District Clerk Linda Ray.

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

ADOPTION / MODIFICATION OF AGENDA – Add Item 7E.2, Credit Card Processing with Heartland to Old Business; and Item 8d, Employee Benefit Policy to New Business. Reorder agenda to bring Todd McBee from Heartland to the table at the front of the meeting.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT – None

CONSENT AGENDA

Commissioner Kuehnoel moved to approve the Consent Agenda as presented with approved vouchers processed in the amount of \$169,262.80. Commissioner Kasnick 2nd. No discussion. Passed 5-0.

TODD MCBEE (HEARTLAND) – Mr. McBee joined the discussion in order to answer Board Member's questions about the Heartland software system. As the transition process continues the priority need is for payroll. Heartland was recommended by our IT support, CMIT as a source for payroll and credit card transaction management. In discussions with Heartland, it was also discovered that they also address HR services. On 8/10, Mr. McBee shared a video presentation on their services with Commissioner Kuehnoel, District General Manager Deschenes, and District Clerk Ray.

Mr. McBee explained that Heartland is a fully integrated system where employees are able to record time, submit time-off requests, and view payroll history. On the HR side, Heartland provides resources and support including assistance in construction of an employee handbook, job descriptions, etc. while also providing updates and changes with regard to state and federal laws.

Questions from the Board include tracking job status in the hiring process along with relevant documents and retention of documents; along with tracking of other equipment and processes such as employee certifications and expiration dates, and performance management/review information.

Mr. McBee stated that the system is fully programmable to meet any number of needs the District might have. All information is cloud-based with unlimited storage space. The cost of the software for payroll and HR services is \$2800 for the remainder of 2017 and \$7,500 annually thereafter depending on the number of employees. Time-keeping is included in this budget number.

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CMIT will provide a tablet for employee time-logging and will be presented as a proposal separate from IT support of the transition.

A discussion regarding merchant accounts and compatibility of the Rec1 software with Heartland.

With no further questions or discussion, Commissioner Kuehnoel moved to approve for the District General Manager to contract for Payroll and Human Resource Services, not to exceed \$8,000 a year. Commissioner Kasnick 2nd. Passed 5-0.

A second motion was made by Commissioner Kuehnoel that the District contract with Heartland Payment Systems for credit card transactions at a cost of \$1,000 for 2017 for initial setup and approximately \$5,000 annually thereafter. Commissioner Dusenbury 2nd. Commissioner Martinson added an Action Item regarding a decision on what cards would be used (At the present time, only Visa and Mastercard are compatible.); and how compatibility for mobile devices would be employed. With no further discussion, the motion passed 5-0.

Mr. McBee concluded by stating he is available for Commissioner's inquiries at any time.

OLD BUSINESS

a. Project Manager/Closure Update

Scott Romano, Project Manager, and Doug DuCharme from BLRB received estimates on work for the main drain and mortar issues. They stated that as work progresses there may be other issues arising. For the main drain, all old pipes will be abandoned in place if possible and replaced with PVC which is the current standard for pools and is non-corrosive. The timeline for this change will be an additional 48 working days (10 weeks). The Project Manager stated that a decision from the Board will be needed as soon as possible in order to keep the project moving.

The removal of the mortar is within budget and the District General Manager has the ability to approve that change order at a cost of \$3,700.

It was stated that the current crew is capable of doing all repairs and will sub-contract with a concrete cutter when needed.

The Project Manager presented approximate costs and flowtime for each item that will need to be addressed by change order. He stated that additionally, the health department will require a separate permit for the replumbing. The Project Manager and Doug DuCharme are working with them on timing. Estimated cost is \$5K.

The preliminary estimate for the additional work was \$462,000 including taxes and no contingency.

President Overmyer requested a special session of the Board Members next Friday, 8/25 at 3:00 p.m. to discuss budget before approving additional project costs. The Board requested of the Project Manager for all work that can continue, be on-going. BLRB will prepare a change order document. The timeline for requesting financing is no later than the end of the month.

b. Feasibility Study

President Overmyer reported that a Des Moines city council meeting on August 10, 2017 was attended by herself, Commissioners Kuehnoel and Martinson, and District General Manager Deschenes to discuss site selection. The District asked the council to use the Des Moines Elementary school site as open land to include in the Aquatic

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Feasibility Study and were granted permission by the council. BRS has requested a meeting with the Board before the next Public Meeting on September 13th, but they have not notified the Board of a date selection yet.

President Overmyer asked the District General Manager to reach out to BRS and that a note would go out to the Board Members as soon as a date was communicated. She also stated the importance of email communication for updates and asked the commissioners to keep track of emails on a daily basis.

c. Closure/Transition Timeline

District General Manager Deschenes reported that a letter was sent to AMG requesting database information on outstanding liabilities for passes, lessons, etc. by the end of August on suggestion of legal counsel. A number of other requests were also addressed in the communication.

It was also requested that this agenda item be renamed to "Transition Timeline" on future agendas.

d. Communication

President Overmyer reported that the Liz Loomis Public Affairs contract extension was at 3rd Touch Approval status and she moved to extend the contract for another 3 months, until October 31st. Commissioner Kuehnoel 2nd. The Board discussed whether or not to extend to the end of 2017 and President Overmyer stated that she would consult with Liz Loomis on this subject. Commissioner Martinson stated that due to the cost of the current extension, he urged the Board not to continue after the first of the year. Commissioner Kasnick commented on his desire not to extend, citing his opinion that current personnel could handle communications. With no further discussion, the motion passed 4-1.

e. Payroll and HR System – (discussed previously at the beginning of the meeting)

f. Resolution 2017-01 Amendment

President Overmyer explained to the Board that this is an amendment to Resolution 2017-01 that was necessary for continuing Social Security coverage for District Employees. DOR asked the District to change the coverage effective date in Section 3 of the original resolution to April 30, 2016. The amendment is to finalize by signature for correction. Commissioner Martinson moved to recommend cancellation of Resolution 2017-1 and to supersede with Resolution 2017-01 Amended. Commissioner Dusenbury 2nd. Passed 5-0.

g. Recruitment

District General Manager Deschenes introduced Dominic Finazzo to the Board and announced that he had accepted the position offer of Aquatics Manager.

The DGM reported that the postings for Aquatic Coordinator closed on 8/6. Two individuals who applied for Aquatics Manager position would like to be considered for the Coordinator position. We are continuing to receive resumes for lifeguard positions and with the new Aquatics Manager's assistance those positions will be reviewed in the near future.

NEW BUSINESS

a. WCIA 2018 Risk Assessment Notice

District General Manager Deschenes stated that a notice had been received from the WCIA that the 2018 Risk Assessment will be mailed soon. The rates are based on worker hours times assessment rate. The cost should be approximately the same for 2017 as in 2016; however, in 2018 and 2019 rates will increase noticeably.

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b. ABM Janitorial

Following up with a meeting in July with Commissioner Martinson and District General Manager Deschenes regarding the need for regular janitorial services at Mt. Rainier Pool, District Clerk Ray met with a representative from ABM Janitorial and received a proposal for services 6 times a week. Discussions will continue with the rep regarding cost and will be reported at a later time to the Board.

c. Chamber Maps

President Overmyer reported that she had received an email from South Seattle Chamber of Commerce to solicit the District's inclusion in their map. The Board had been emailed previously about this opportunity which makes this a 2nd Touch item. This would be another avenue of advertisement, but it was stated there is no urgency on making a decision. This will be revisited at another time.

d. Employee Salary and Benefits

Commissioner Kuehnoel stated that there are four areas of salary and three areas of benefits with the District's current employees. She stated that the Board needs to make policy decisions on salary and benefits for the District. Benefits should be first as we are hiring employees at the present time. This subject will be discussed in detail at the next meeting.

BUSINESS CALENDAR

Add WRPA meeting on Thursday, 9/14, at 11:00 a.m. at the Des Moines Yacht Club. If Board members are interested, please attend.

Add Special Meeting on Friday, August 25, 2017 at 3:00 p.m.

COMMISSIONER REPORTS

Commissioner Kuehnoel reported that she is reviewing the Heartland proposal for payroll and handbook; as well as working with District General Manager Deschenes on recruitment. She thanked Commissioner Kasnick for his roll in the interview process.

Commissioner Dusenbury commented on the budget for the closure project and that the Highline School District is paying for re-roofing, both of which will extend the life of the pool facility building. As this may change the nature of the relationship between the District and the Highline School District, President Overmyer suggested that another meeting with HSD might be in the future in order to discuss our contract with them.

President Overmyer reported that she met with Dave Upthegrove regarding funding of a new facility.

Commissioner Martinson reported he was happy with the outcome of the city council meeting and stated they are undertaking their own feasibility study. He thanked Project Manager Scott Romano and Doug DuCharme for putting together the preliminary costs for the change orders so quickly. Commissioner Martinson asked for a report from the Finance Team and suggested a subscription to Microsoft Project for tracking tasks and dollar values. He also urged the Board to consider including revised costs of the closure project in the feasibility study.

District General Manager Deschenes stated that regarding the brick replacement for the project, in-fill is already in the budget. Alternatives are more costly.

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UPCOMING MEETINGS:

- Friday, August 25, 2017, Special Meeting, 3:00 p.m., District Offices (calendar invitation forthcoming)
- Wednesday, September 13, 2017, Workshop #4, 3:00 p.m., Des Moines Yacht Club
- Wednesday, September 13, 2017, Public Meeting #3, 6:30 p.m., Des Moines Yacht Club
- Tuesday, September 19, 2017, Regular Meeting, 5:00 p.m., District Offices

ADJOURNMENT

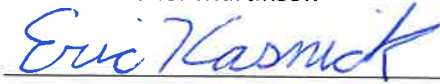
There being no further business, the Special Meeting was adjourned at 7:15 p.m.

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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