



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

September 19, 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, Kasnick, Dusenbury, and Martinson; Legal Counsel, Brian Snure; DGM Deschenes, District Clerk Linda Ray; Guest, Alex Mitich; Project Manager Scott Romano, and Des Moines resident, Gene Achziger.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute

ADOPTION OF /MODIFICATIONS TO AGENDA

An agenda item was added under 7g, entitled Financial Analyst and the agenda was reordered to include this item before the consent agenda.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

7g. Financial Analyst

Alex Mitich, candidate for Financial Analyst, was introduced to the Board. Alex gave a summary of his background and outlined his goals for the pool and the District. A resume is on file.

Commissioner Kuehnoel stated that Mr. Mitich would assume the role of Financial Analyst presently being held by Toni Nelson of TSN Financial, for a 6-month period until the District has an idea of what is required to support the pool's bookkeeping needs.

EXECUTIVE SESSION

At 5:13pm, the Board called an Executive Session pursuant to RCW 42.30.110(1)(i) to discuss with District legal counsel litigation or legal risks of a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the District. The executive session will be for 20 minutes until 5:23pm. Mr. Mitich, Mr. Achziger, and Project Manager Scott Romano were excused from the room.

At 5:33pm the Executive Session was extended 5 minutes, until 5:38pm.

The Executive Session concluded at 5:38pm and a 5-minute recess was called

The Regular Meeting reconvened at 5:43pm.

CONSENT AGENDA

Commissioner Kuehnoel moved to approve the Consent Agenda as presented; Commissioner Kasnick 2nd, no discussion. Passed 5-0.

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation of the meeting, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

OLD BUSINESS

a. Project Manager/Closure Update

Commissioner Dusenbury reported that he had looked at the construction at the pool with Project Manager Romano. Mr. Romano took pictures of the on-going work and Commissioner Dusenbury summarized the pictures to the Board. He stated that next steps are to bring in crews to excavate existing pipes, replace the pipes, and repour the concrete base. The Board will receive a report from the contractor on cost for the new pipe.

Commissioner Martinson added that in talking with Project Manager Romano, concrete will be costed out by tonnage due to the various thickness encountered. There is airspace under the slab and additional concrete will be needed to fill the void. A projected schedule for reopening has tentatively been set for after the first of the year.

b. Feasibility Study Update

President Overmyer reported that Public Meeting #3, held on September 13th went well. We have not yet received minutes from BRS. A report on the feasibility study is due in mid-October.

c. Communication

District General Manager Deschenes stated that during the month of September, Liz Loomis Public Affairs had sent a public update on the feasibility study and she is working on FAQs about the pool closure. President Overmyer asked District General Manager Deschenes to share those with the Board. In addition, Liz Loomis' team streamlined the website with regard to referencing AMG. The pool event calendar that the new Aquatic Manager is working on will be available for publication in December.

d. Bond Term

District General Manager Deschenes explained the bond term sheet that was included in the Board packet. The loan being sought by District will be a bridge loan with payoff in 2 to 3 years. Whatever is not used is added to the principal. Commissioner Dusenbury stated that we can set our 2018 and 2019 levy rates to cover the portion of the loan that we expect to pay.

There was discussion regarding permitting through King County for the remaining work at the construction site and the time it may take. Commissioner Martinson asked if conversations are happening with King County regarding our schedule.

e. District Benefits Policy

Commissioner Kuehnoel led a discussion on the need to make decisions on the District's benefits in light of upcoming hiring. Currently, employees of the District receive 16% of salary to put towards health and retirement benefits. Health Benefits are offered through the Association of Washington Cities and retirement benefits are through the Department of Retirement.

Commissioner Kuehnoel moved to set the District exempt and non-exempt employee benefits policy to 16% of monthly salary effective 9/19/2017. Commissioner Dusenbury 2nd. Passed 5-0.

Commissioner Kuehnoel then moved to establish vacation leave for exempt and non-exempt employees at a rate of 8 hours for every month worked. Commissioner Dusenbury 2nd. A discussion ensued confirming the benefit for salaried employees only. No further discussion. Passed 5-0.

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A third motion was introduced. Commissioner Kuehnoel moved to establish sick leave for all exempt, non-exempt, and hourly employees at a rate of 8 hours per each month worked. Commissioner Dusenbury 2nd. Passed 5-0.

Clarification of accrued leave was discussed. Commissioner Kuehnoel indicated it would be necessary for the Board to make a decision on vacation based on years of service, and how much sick leave can be accumulated. When we finalize a contract with Heartland, they will be able to assist the District with options. In the meantime, it was suggested that we obtain a copy of an employee handbook from William Shore and ask Dominic to reach out to Covington Pool for handbooks to bring to the table for reception.

Commissioner Martinson suggested discussion about salary/wage adjustments for review as the District has not budgeted for this in the past.

f. Amendment to Minutes

District General Manager Deschenes reported that the District received communications from Gene Achziger regarding the minutes from June 20th and July 18th. Mr. Achziger requested that the minutes be amended to remove his association with the former pool operators, AMG.

Commissioner Dusenbury moved to amend the minutes from June 20 and July 18 to list Gene Achziger as a resident. Commissioner Kuehnoel 2nd. Passed 5-0.

A 5-minute recess was called at 6:25 pm; the meeting reconvened at 6:30.

COMMISSIONER REPORTS

Commissioner Kuehnoel is reviewing District financial data and preparing to work with Alex Mitich as the new Financial Analyst.

Commissioner Dusenbury reported it was good to see progress on the pool facility as they are ready to change out the piping.

Commissioner Martinson asked when the Board might have a look at the proforma that the District General Manager is preparing. District General Manager Deschenes replied that he would have it ready by October 3rd. Commissioner Martinson expressed concern for the upcoming line of credit and the amount that is being borrowed.

President Overmyer reported that she is working towards establishment of an academic scholarship program.

District General Manager Deschenes reported that he will be meeting with Civic Rec, the provider of the recreation management software that will be used at the pool when it reopens. He also stated that Dominic is almost done with his Emergency Action Plans (EAPs). In addition, District General Manager Deschenes would like for Dominic to attend a world conference on drowning prevention in Vancouver BC, October 17-19. The cost is \$1,500. A link will be sent to the Board for information.

UPCOMING MEETINGS –

- September 26, 2017, Special Meeting, 5:00 p.m., District Offices
- October 10, 2017, Retreat Meeting, 2:30 p.m., District Offices
- Thursday, October 17, 2017, Regular Meeting, 5:00 p.m., District Offices

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ADJOURNMENT

There being no further business, the Special Meeting was adjourned at 6:52 p.m.

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool District Board of Commissioners

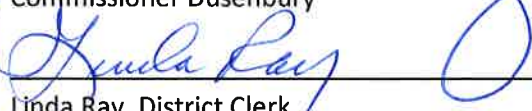

Commissioner Kuehnoel


Commissioner Martinson


Commissioner Kasnick


Commissioner Overmyer


Commissioner Dusenbury


Linda Ray, District Clerk

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