



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

November 7, 2017  
5:00 p.m. Special Meeting  
District Office

**MINUTES  
SPECIAL MEETING**

**CALL TO ORDER/ROLL CALL**

President Overmyer called the meeting to order at 5:00 p.m. Present were Commissioners, Dusenbury, Kasnick, Kuehnoel, and Martinson (via phone); DGM Deschenes, District Clerk Linda Ray, and Financial Analyst Alex Mitich.

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

**ADOPTION / MODIFICATION OF AGENDA** – None

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – None

**PUBLIC COMMENT** – None

**BUSINESS –**

**a. Communications Contract**

President Overmyer stated that the contract with Liz Loomis Public Affairs had expired on 10/31/2017. Liz Loomis will finish up outstanding projects including newsletters and news releases. The Board will need to determine whether or not to continue the present contract for another six months or employ LLPA on an as needed basis at a rate of \$225 per hour. The Board is waiting for LLPA to submit contract options in writing.

**b. Software Update**

District General Manager Deschenes stated that the District is moving ahead on Heartland and Civic Rec. Civic Rec hosted a phone conference on October 24<sup>th</sup> in order to configure our account. The Heartland contract will begin on December 1, with the first payment due on January 1. The District will enter our first payroll approximately the 3<sup>rd</sup> week in December.

It was stated that the Aquatic Manager used Activenet previously which is a more costly option. Our contract with Heartland is billed bi-annually. After the first year, the District may send out an RFP. The DGM is still looking at Vision MS and will be talking to them tomorrow (Wednesday, 11/8) to obtain more information.

**c. Legacy Foundation**

President Overmyer reported that the Legacy Foundation informed the District via email that they voted to drop their support of our account. They sent a check representing a cash out totaling \$6,443.86. It was also stated that the Legacy Foundation paid out to AMG in August 2017 a total of \$569 for scholarships dating back to 2014. The District Clerk has contacted King County Finance to determine if the District can use the Region 9 US Bank Account that was

**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.

established in 2016 for the purpose of disbursing future scholarship funds. District General Manager Deschenes has also contacted legal counsel and Toni Nelson for their feedback.

#### **d. Liabilities**

District General Manager Deschenes reported that he is continuing to work with legal counsel on liabilities, post transition, between the District and AMG. AMG countered and has offered to give us some database information; however, the information they are offering does not match our original request.

President Overmyer stated this subject will be further discussed at the January retreat in 2018. She encouraged the Board to come forward with ideas for the Financial Analyst to consider in formulating a method to track liabilities. Commissioner Kuehnoel stated that it is necessary for the District to ask for written requests from individuals requesting refunds. The District cannot give credit without documentation. Commissioner Kasnick indicated the number of individuals with credit could be as many as one thousand.

#### **e. Project Update**

District General Manager Deschenes gave the project update on behalf of Project Manager Scott Romano. DGM Deschenes and Aquatic Manager Dominic Finazzo attended the weekly project meeting. The contractor is laying down mortar on the gutters and then will do the upper edge. They are currently evaluating the clerestory windows for additional work. The liner will be installed last. Commissioner Martinson requested the DGM to forward to him the latest pictures of what has been completed.

A discussion ensued about suspension of the project by Friday if King County rejects our request for a loan. It was stated that the District should be notified by the morning of Thursday, 11/9, as County offices will be closed on Friday, in observance of Veterans Day.

#### **f. Funding**

Interfund Loan -- President Overmyer reported that she and District General Manager Deschenes gave a presentation to King County Financial in request for funding. The King County board gave the District a unanimous decision based on legal approval. The County indicated that they could give us an allocation if funding is not approved. There was a concern about disqualification due to descriptive language when the District was formed. King County also was hoping for a state auditor's report in order to compare that with our cash flow analysis. They found a discrepancy in the District's favor with regard to a redundant payment reported in September for the bulkhead which would lower our request for funds to \$300K. Toni Nelson wrote a response to King County that was sent last Friday. The King County Finance Committee has asked for the Committee Board to meet again on Thursday.

KCYASG Grant – The KCYASG Grant is part of the King Dome funds. They have another offering next year and we can ask for up to \$300K. The District will ask for the maximum amount. The application is almost complete and Board members are encouraged to contact District General Manager Deschenes if they have feedback that will enhance the application.

It was discussed that if the project is suspended, the District would have to go through a re-bid process in order to re-start. The option for a suspension vs a shut down would need to be determined by the Project Manager, District General Manager Deschenes, and the contractor. Commissioner Martinson stated there would be demobilization costs, and settlement on the project. The contractor is guaranteed a certain percentage. If we suspend, it would be advantageous to maintain the same contractor. In any event, a stoppage would need to be documented so it is known where to pick up at a future time.

**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.

President Overmyer indicated we are still waiting for Change Order #3 from BLRB and asked District General Manager Deschenes to contact Project Manager Romano for follow up.

#### **g. District Formation Language**

President Overmyer explained that our District formation language may be causing funding issues and the ability to obtain bonds. She is communicating with legislative members on this subject and will let the Board know as she moves forward. We are not the only District that are being impacted by formation language.

#### **h. DGM Annual Review**

Commissioner Kuehnoel reviewed the questions that were used in the annual review in 2016 and they focused on projects and initiatives. She indicated she would compile a list and draft questions including any information that Board members offer. In the past a 3-part scale with 12 areas that she will use as format; however, she will not use Survey Monkey this time around. The Commissioner indicated she would get a draft out by Friday, 11/10. The deadline for questions is 12/16; with a review document available for the 11/21 meeting.

#### **i. 2018 Budget and Levy**

Financial Analyst Alex Mitich presented to the Board on his plan for compiling and reporting cash flow and capital funds. He stated that he met with Toni Nelson and with the District Clerk in order to gain an overview of financial processes and procedures. He recommends a follow-up with vendors to encourage a timely turn-around when they receive payment; standardization of reports; and implementation of financial software.

Mr. Mitich asked the District Clerk to provide him with an Excel spreadsheet with voucher request information in order to speed up the reporting process at month's end.

Continuing with the presentation, Mr. Mitich would like to initiate a more user-friendly income statement. He feels vendor contracts should be reviewed in order to trim expenses; especially those contracts that are set to expire such as MacDonald Miller.

As we do not yet have a clear idea of what the operational budget will look like, Mr. Mitich suggested that the Aquatic Manager should be consulted to benchmark expenses from other facilities. In addition, he encouraged the Aquatic Manager to work towards revenue generating opportunities and bolstering membership. President Overmyer indicated that the Aquatic Manager was scheduled to present his programming ideas at the 12/5 special meeting.

Mr. Mitich cited that advertising costs were up in 2016 based on Toni Nelson's information. It was stated that advertising would be done internally going forward. Also, one-time costs occurred with BTown, a website consultant, and Facebook during this time.

District General Manager Deschenes then presented to the Board on his 2018 Budget draft and reminded the Board of the upcoming budget meeting in order to approve by 11/27. His presentation covered District expenses under Administration; and pool expenses under Operations. A copy of the budget is on file.

Under Operations, Commissioner Dusenbury offered that the pool should be able to take advantage of janitorial supplies through the City government vendor at a discounted cost. He will provide the name of the vendor to District General Manager Deschenes.

**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.

President Overmyer said that she and District General Manager Deschenes would be meeting with the Highline School District and would discuss with them the issue with the clerestory windows and roof repairs. The contractor was asked for a raw number with regard to the clerestory window repairs.

District General Manager Deschenes closed by saying if we do not get the interfund loan, the budget projection would need to be changed. 2018 projected expenses total to \$1.45M which would equate to a levy set at \$1.43M or 35.5 cents.

The next meeting on 11/21 will be a public meeting to approve budget and levy.

Commissioner Martinson had a comment regarding budget especially construction and uncertainties. He advocated an increase of 3.5% for inflation and reduction of the contingency to 6.5% as a line item. District General Manager Deschenes indicated he would re-configure the draft budget and forward to the Board for review.

#### UPCOMING MEETINGS –

- November 7, 2017, Special Meeting, 5:00 p.m., District Offices
- November 21, 2017, Regular Meeting, 5:00 p.m., District Offices
- December 5, 2017, Special Meeting, 5:00 p.m., District Offices

#### ADJOURNMENT --


There being no further business, the Special Meeting was adjourned at 6:42 p.m.


Respectfully submitted by Scott Deschenes, District GM

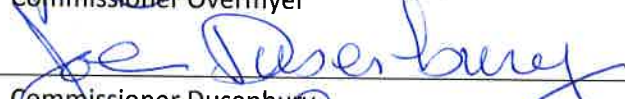
Des Moines Pool District Board of Commissioners

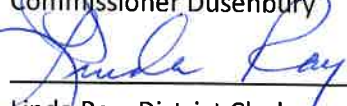
  
Commissioner Kuehnoel

  
Commissioner Martinson

  
Commissioner Kasnick

  
Commissioner Overmyer

  
Commissioner Dusenbury

  
Linda Ray, District Clerk

**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.