



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

November 21, 2017
5:00 p.m. Regular Meeting – “Public Hearing”
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; DGM Deschenes, District Clerk Linda Ray; and guests Gene Achziger and Steve Roemer.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION OF /MODIFICATIONS TO AGENDA -- None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT – None

CONSENT AGENDA

Commissioner Kuehnoel moved to adopt the Consent Agenda including the vouchers processed in October 2017 totaling \$121,706.42. Commissioner Kasnick 2nd. No discussion. Motion passed 5-0.

OLD BUSINESS

a. Liabilities

District General Manager Deschenes indicated that the issue was still in negotiation and that he is working with legal for resolution in the next couple of weeks.

b. Project Update

District General Manager Deschenes reported on the MRP construction project on behalf of Project Manager Scott Romano. He attended the weekly construction meeting earlier in the day. Progress has been made. Pictures are posted on Facebook. The District will receive Change Order #3 by the end of the week. It was discovered that the back wall wasn't filled properly and is being fixed. A structural engineer was called upon to inspect this and other walls. All other walls were in good shape.

c. Aquatic Feasibility Study

District General Manager Deschenes reported that he received notes from Ken Ballard, but nothing has been finalized for the public viewing yet. It will be early in 2018 until final results are published. With the addition of the second site for consideration, the report is taking longer than originally thought.

Commissioner Martinson recommends to the Board to move any planned action for bond approval until election year 2020. Secondly, he reiterated the need to get some kind of synopsis out to the public as it was announced at the last AFS Public Meeting in September this would be forthcoming.

President Overmyer mentioned that Liz Loomis would be addressing the AFS report in the December news release.

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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d. Software Update

District General Manager Deschenes stated that CivicRec hosted a phone orientation for District staff. The Heartland contract for payroll and HR has been finalized. A discussion occurred with a rep from Vision MS for consideration. This software has been in use by the current Financial Analyst, Toni Nelson; however, the District does not have visibility to the software's potential. The District can operate in-house with Vision and will have the ability to reconcile accounts, track cash flow, and in general, get more information in real time instead of waiting for a 3rd party to deliver. The cost is approximately the same as employing a financial analyst. Vision MS also gives the ability to generate the annual report to the state auditor.

e. King County Interfund Loan

District General Manager Deschenes indicated that the loan from King County in the amount of \$300K had been approved for the District. This is a line of credit and so the District need only pay back what is actually used plus interest (at the Interfund Pool rate).

f. King County Youth Grant

District General Manager Deschenes reported that the District was approved for the grant of \$75K and has applied for another in the amount of \$277K. We should know early in 2018 if the District has won the additional grant money.

g. District Formation Language

President Overmyer had no update on this subject; however, she indicated she is speaking with three other area districts that are also affected. She is continuing to look for the right path in which to pursue this issue.

h. DGM Annual Review

Commissioner Kuehnoel stated that she has distributed the review document to the Board and would like it back by December 1st. The Board is encouraged to contact her if there are questions. The results will be discussed at the Special Meeting on 12/5. A question was asked about the District Clerk's annual review which will be done by the District General Manager.

i. AWC Trust Membership

District General Manager Deschenes indicated that the District's request for AWC benefits starting in 2018 is on the 12/7 agenda with the City of Des Moines who is sponsoring us.

h. 2018 Final Budget Review

District General Manager Deschenes provided a handout to the Board replacing the one in the meeting packet and reviewed 2018 expenses and planned capital expenditures line by line. A copy of the draft budget is on file. District General Manager Deschenes added that the capital expenditures follow Financial Analyst Toni Nelson's numbers.

Commissioner Martinson added that the ending cash reserve of \$250K should be considered an operating reserve that is not to be used.

Commissioner Dusenbury asked if a consultant for master planning had been budgeted for \$20K. President Overmyer answered that was still to be determined. District General Manager Deschenes also mentioned working with MacDonald Miller to assess accurate costs going forward on various items at Mt. Rainier Pool to keep it maintained.

Commissioner Kasnick commented about the lifeguard audit that was performed earlier in 2017 as not being as thorough as it could have been in his opinion. He also feels that the present Aquatic Manager has the experience and ability to handle an internal audit on his own.

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j. Public Hearing

President Overmyer opened the Special Meeting to the annual public revenue hearing. She commented that the District was increasing the levy rate for one year to 37 cents in order to cover project costs; and that the levy will decrease in 2019 to its current rate.

President Overmyer asked if there was any public comment in regard to the budget. Hearing none, the annual public revenue hearing portion of the meeting closed at 5:57pm.

Commissioner Martinson commented on achieving the 2018 budget in spite of the delayed opening to February 2018 of the pool and funding needed to pay the contractor. President Overmyer expressed her thanks to the Board and others for work to provide a budget that will repay the King County loan in one year.

k. Resolutions 2017-9 and 2017-10

Commissioner Kuehnoel moved to approve Resolution 2017-09, Certifying Property Tax Levy and Adopting 2018 Budget for the Fiscal Year Beginning January 1, 2018. Commissioner Martinson 2nd the motion and asked for a correction to the AIS noting that the titles of the Resolutions were incorrect; however, the Resolutions for signature were titled correctly. The corrections were noted. No further discussion. Passed 5-0.

Commissioner Kuehnoel moved to approve Resolution 2017-10, Establishing an increase in the Property Tax Levy for the Fiscal Year Beginning January 1, 2018; Commissioner Martinson 2nd. No discussion. Passed 5-0.

NEW BUSINESS

a. Policy and Procedures

President Overmyer stated that the policies and procedures presented below would be included for discussion at the 12/5 meeting. The Board is invited to provide comments to the District Clerk prior to 12/5.

- 275-Text Messaging
- 276-Organizational Effectiveness
- 270-IT Policy
- 312-Commercial Use of District Facilities
- 320-Admissions and Refunds
- 325-Swim and Instruction Classes
- 335-Head Injury and Concussions
- 340-Financial Aid & Scholarships
- 345-Advertising and Sponsorship
- 365-Medical Assistance for Patrons
- 370-Service Animals
- 460-Employee Recognition

b. Google Contacts

District General Manager Deschenes explained that instead of providing a second cell phone to District employees for the purpose of conducting District business, Google contact phone numbers have been set up with an on-line account in the event of a public records request. The Google account is a free service that tracks calls and texts, calls can be forwarded to a personal cell phone, and voice messages can be transcribed into text. The account has been vetted by legal counsel.

COMMISSIONER REPORTS

Commissioner Kuehnoel feels good about the accomplishments made in 2017. Priorities are in line. She stated the sooner the pool is opened and employees hired, the District will see revenue from subsequent programming. She also hopes to do more work with the District Clerk by the end of the year on the employee handbook and policies before forwarding to Heartland for finalization.

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District General Manager Deschenes stated that per the task board, advertising has been submitted to City Currents, new computers and cabling is being scheduled for installation at the pool by CMIT; key chains will be ordered next week; as well as water test kits and new equipment identified by the Aquatic Manager. The deadline for advertising for the Aquatic Coordinator is 11/29; and hiring for lifeguards begins in mid-December. Re-occupation of the pool should begin in mid-January. The Aquatic Manager and the DGM met with King Aquatics regarding paperwork and processes for the in-coming swim teams. It was mentioned to King about the procedure for all individuals to enter through the front door only of the pool for increased security. The Aquatic Manager should be able to occupy his office in the 2nd or 3rd week of December. District General Manager Deschenes stated that he is also considering a re-key of the pool facility prior to re-opening.

Commissioner Dusenbury stated that 2018 will be about programming and staffing of the pool. Follow-up on maintenance needs to happen as there is a need to nail down costs.

Commissioner Martinson stated concern over being two weeks behind on the schedule and encouraged tracking each milestone. If the milestone is not met, a recovery plan should be put in place.

President Overmyer encouraged tracking of what kind of reports should be expected on cash flow and performance at the pool. She is working on the district language issue; and also thanked everyone for the work done to get us to the present.

UPCOMING MEETINGS –

- Tuesday, December 05, 2017, Special Meeting, 5:00 p.m., District Offices
- Tuesday, December 19, 2017, Regular Meeting, 5:00 p.m., District Offices

ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 6:21 p.m.

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool District Board of Commissioners



Commissioner Kuehnoel



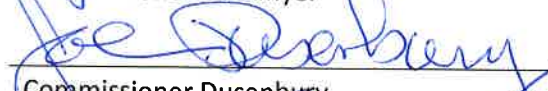
Commissioner Martinson



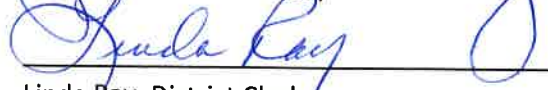
Commissioner Kasnick



Commissioner Overmyer



Commissioner Dusenbury



Linda Ray, District Clerk

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