



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

December 5, 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, Martinson and Kuehnoel; DGM Deschenes, District Clerk Linda Ray, Aquatic Manager Dominic Finazzo, and guest Gene Achziger.

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

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT – None

BUSINESS

President Overmyer asked District General Manager Deschenes to give a construction update to the Board. The DGM indicated that the bulkhead had been delivered, but will not be installed until the pool is filled at the end of December. The old bulkhead has been removed from the building. In addition, lane lines are being installed, and tiling is finishing up. Currently, the contractor is pressure washing the bottom of the pool in preparation for the liner installation. Deep cleaning of the facility will be done before the pool liner is installed on December 27-29. There will be three locations where the bulkhead will be secured. Pictures of the recent progress were shared. The DGM indicated that updates had been posted to social media.

a. Forms for Review

Aquatic Manager Dominic Finazzo presented to the Board his future programming vision, along with a handout of a draft employee handbook and policies and procedures that had been previously supplied to the Board members. He solicited comments and feedback from the Board on the handout material by 12/12/17. Mr. Finazzo also indicated that a sign-off sheet for future employees would also be on file.

b. Proposed Fees & Services

Aquatic Manager Dominic Finazzo did a pool market survey on rates around the region and determined the rates presented for Mt. Rainier Pool are competitive. Commissioner Martinson offered a copy of the rates included in the meeting packet to Mr. Achziger.

A discussion ensued regarding the proposed rate structure and comments were noted on the proposed increase for non-residents of City of Des Moines. Feedback was offered about non-resident rates versus resident rates as well as the suggestion for discounted rates at special events, and changing the structure after opening.

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 asked the DGM and the Aquatic Manager Finazzo to come back to the table with other proposals for opening rates and present at the 12/19 meeting. Also, Mr. Finazzo will address the subject of membership vs passes and the affect on the facility.

Commissioner Kasnick commented about an option for monthly rates and felt it would help increase users during re-opening.

c. Timeline of Reintroducing Programs

Aquatic Manager Dominic Finazzo opened by saying the proposed schedule is similar to what the previous contractor, AMG, closed with. Commissioner Martinson offered a copy of the draft schedule to Mr. Achziger.

Upon review, Commissioner Kasnick recommended that the 8-9pm lap swim should be re-added. Mr. Finazzo commented that the additional staffing and budget for this and other programming might not be available at the outset. He also noted that the proposed schedule was intended for a go-live in June 2018.

A question was asked about King Aquatics and swim team scheduling. Mr. Finazzo commented that King was in agreement with the proposed schedule and that it was current for swim team only until June 2018.

Mr. Finazzo continued that swim lessons would also continue in June 2018. The concentration after re-opening would be on the revenue stream. Further scheduling would depend on staffing.

It was noted that the peak time for swim lessons is from 4:00pm to 7:00pm, in the months of April through May. Winter is the slowest season for lessons. The Aquatics Manager was asked to consider starting lessons sooner if resources are available (e.g. instructors).

President Overmyer commented that the proposed schedule covered only deep-end scheduling and requested a proposed schedule for both deep-end and shallow-end in time for the 12/19 meeting. She also suggested that the Aquatic Manager have conversations with individuals from Wesley, Judson, and SeaMar facilities before deciding on programming, and that all were interested in adult programs.

Commissioner Dusenbury suggested that the re-opening of the pool be advertised via flyers posted in all adjacent areas to Des Moines.

Commissioner Martinson recommended that the rate schedule should include rates for both pool and lane rental.

Aquatic Manager Dominic Finazzo continued his presentation by calling attention to the proof for staff shirts provided in the meeting packets, saying also that he would suggest to future staff the shirts should be left at the pool for laundering. This would also eliminate the need for an employee stipend per the government's uniform requirements.

At 5:50 pm, President Overmyer called a break. The meeting reconvened at 5:53 pm

Aquatic Manager Dominic Finazzo discussed his vision for re-introducing programs beginning with April Pool's Day. This is a WRPA approved event focusing on water safety and education. This event and others will be posted on area websites, including Seattle Children's Hospital. Adult lessons will be implemented in the Fall of 2018 and will expand to water aerobics with the possibly of a class in the deep-end for higher impact. Mr. Finazzo envisions lifeguard classes for credit to students within the Highline School District.

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.

d. Transition Update

District General Manager Deschenes reported that he had seen the proposed finish for side of the pool and it is similar to what the Lynnwood pool has. He will get a sample to share with the Board. The pool will be filled starting on 12/29 and the bulkhead will be installed following completion of the fill. The District and the Aquatic Manager received instructions on how to maintain the finish at the construction meeting earlier in the day.

President Overmyer stated the need for a recovery plan before the regular meeting on 12/19 from the general contractor stating how they plan to get back on schedule and gave her feedback on their lack of transparency and work ethic. President Overmyer requested that District General Manager Deschenes consult with legal counsel on what options we have in dealing with this issue.

Commissioner Martinson commented on the high quality of work done so far by the general contractor, but that their scheduling performance is poor and remains a concern

District General Manager Deschenes continued with the closure update. The contractor is installing a fiber mesh over the bricks on the clerestory to prevent falling material. The clerestory has been sealed. All equipment and material was moved out of the pool facility last week and put in two PODS units located in the pool facility parking lot in preparation for a deep clean. The clerestory windows have been moved to the District's storage unit. Gutter cleaning will occur in the next couple of days. Guard chairs were removed due to poor line of sight and will be replaced by adjustable chairs. This item was in the original scope of work.

Floor patches in the men's locker rooms are in progress; as well as roof patches which are being repaired at no cost.

Aquatic coordinator interviews are scheduled for later this week or early next week. Lifeguard job descriptions have been sent to WRPA for posting.

CivicRec has completed 2 out of 3 training sessions with District employees.

GL number were received from Toni Nelson and will be reviewed by the DGM. Toni Nelson continues to work with Vision MS on migrating information into that platform. It will go live on 1/1/2018.

The Aquatic Manager has begun ordering equipment for the re-opening.

District General Manager Deschenes, Aquatic Manager Dominic Finazzo, and District Clerk Linda Ray met with the District's IT professional from CMIT to discuss installation of a server and PC equipment at the pool.

Commissioner Martinson recommends that all transition-related expenses for services and goods be closely tracked.

District General Manager Deschenes then reported on cash flow analysis and stated that actuals go through the month of November 2017 while all other costs are estimated. He is working with Doug DuCharme at BLRB to get updated numbers on construction costs.

President Overmyer requested to see the old spreadsheet used for comparing actuals vs plan.

District General Manager Deschenes updated the Board on the software installations in progress. Heartland is reviewing its ability to work with CivicRec's gateway saying may not be compatible. We are awaiting the final word from our Heartland rep. Toni Nelson is working on migrating information into Vision. We have added the cash flow

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.

option as well as budget tools. This will require an additional cost for a SQL platform. Vision will be installed at the end of December.

Commissioner Martinson inquired about a security option for the server installed at the pool with regard to social security information and other personal information acquired through memberships and employees. It was indicated that this had been addressed with our IT professional. Further that VisionMS, CivicRec and Heartland are cloud-based. President Overmyer urged the need to check with Tanya Crites at WCIA for their feedback on the subject of security and the SQL server.

District General Manager Deschenes explained payroll software options. Heartland can offer employee pay in the form of paycards, check, or direct deposit. VisionMS can offer checks or direct deposit. Both systems are similar in price and both can address taxes.

Commissioner Kuehnoel commented that Heartland's employee handbook templates and HR services are valuable tools.

President Overmyer summarized that we are contracted with CivicRec and are not considering a change from that software; we are still working with Heartland and should by Monday, 12/11, if they can work out credit card compatibility; and we have learned we can work with Vision in the future on the payroll option if we so choose.

Commissioner Martinson commented that a base-line plan is in place, but urges development of a recovery plan.

AQUATIC FEASIBILITY STUDY UPDATE

District General Manager Deschenes reported that a rough draft of a final report had been received from BRS. According to Keith Hayes, BRS is not ready for the draft to go public yet.

Commissioner Kuehnoel noted the draft was not marked as such and contained many mis-spellings and grammatical errors.

President Overmyer noted that it was a working draft for the Board and that the information contained in the copy was vital to the Board's future planning.

A discussion ensued regarding the concern for the delay in receiving a final report which was due in October and the impact of the additional site ask. The DGM stated to the Board that an amended timeline on receipt of the report had not yet been received from BRS.

BOARD ORIENTATION

District General Manager Deschenes sent the new Board members and legal counsel emails to determine availability for orientation. A meeting will be scheduled on Tuesday, 1/9/2018 at 3:00pm. A refresher will be presented to the current Board members as well.

INFORMATION ITEM

Commissioner Martinson commented that we are getting to the finish line. He encouraged the DGM to continue providing updates. In reviewing the AFS report, there are opportunities for grammar and spelling. He hopes they will give us specific recommendation as there is lots of good information in the draft.

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 thanked the District Clerk, DGM, and Aquatics Manager for their participation putting together the presentation on programming and rates. She encouraged the Board members to provide feedback.

UPCOMING MEETINGS –

- December 19, 2017, Regular Meeting, 5:00 p.m., District Offices
- January 9, 2018 OPMA/PRA, Training, 3:00 p.m., District Offices
- January 16, 2018, Regular Meeting, 5:00 p.m., District Offices

ADJOURNMENT

There being no further business, the Special Meeting was adjourned at 6:53 p.m.

Respectfully submitted by Linda Ray, District Clerk

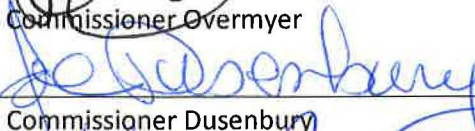
Des Moines Pool District Board of Commissioners

~~Commissioner Kuehnoel~~



Commissioner Overmyer

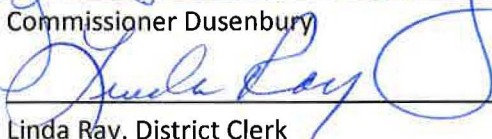
~~Commissioner Martinson~~



Commissioner Dusenbury



Commissioner Kasnick



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.

