



Des Moines Pool Metropolitan Park District 22015 Marine View Drive South

December 19, 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; DGM Deschenes, District Clerk Linda Ray; and guests Gene Achziger and Shane Young.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION OF /MODIFICATIONS TO AGENDA

President Overmyer asked for the agenda to be reordered, moving the DGM Review to the end of the agenda under an Executive Session. 8c was added under New Business for review and adoption of Resolution 2017-12, amending the budget for the year 2017.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT – None

CONSENT AGENDA

Commissioner Kuehnoel moved to adopt the Consent Agenda including the vouchers processed in November 2017 totaling \$313,389.54. 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 met with the contractor this morning. The tile work is almost finished. Sample pallets of color and texture of the tiles was shared with the Board. In review of the project board, DGM Deschenes met with the contractor last Friday to review a final schedule. After the Christmas Holiday, Anderson will begin re-filling the pool which should be completed by 1/3. At that time, the bulkhead will be installed. A substantial completion is expected by 1/11. The pool deck should be ready for set up by 1/12. Tentative re-open is set for 2/1.

The pool schedule will be published on the website in mid-January. The deep clean has been moved to right before opening. Aquatic Manager Finazzo is working with Anderson on water testing. MacDonald Miller will be checking the HVAC system tomorrow for reboot. DGM Deschenes will notify the Board if the system can be fired up.

Commissioner Martinson noted that the schedule had been streamlined and the majority of items needing attention had been captured. Four areas to keep an eye on are the King County Health inspection, VisionMS, the server, and lifeguard selection.

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Des Moines WA 98198

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Aquatic Manager Finazzo mentioned that he had met with Highline School District and presented to them flyers promoting the lifeguard program. The school district offered to share the flyers with coaches and other athletic directors.

President Overmyer asked for weekly updates to the Board based on construction meetings.

c. Aquatic Feasibility Study

District General Manager Deschenes received a final report from BRS totaling 357 pages. The document includes survey data. Copies are available at the District office; one for check out and one for in office review. An electronic copy was also provided. DGM Deschenes noted that a table on page 24 of the report is not labeled correctly and that BRS is making the correction. Options for disseminating the report to the public will be discussed at the retreat meeting on January 9th.

d. Software Update

District General Manager Deschenes reported that CMIT had indicated the hardware, server and pc equipment are ready for installation as soon as the construction cleaning is complete.

The CivicRec database build is in progress. DGM Deschenes is meeting with them tomorrow to finalize the information. Legal approved the contract for Heartland Payroll process and should be ready for President Overmyer's signature at the end of the week. Keychains have been received. Pictures of users over the age of 16 will be loaded into the software to match with accounts. The system will allow tracking of punch cards and member information including family association. CivicRec go live is set for 1/15.

The Heartland payroll framework is in process of being constructed. DGM Deschenes and District Clerk Linda Ray attended a webinar on 12/12 on how to load employee information into the system. The payroll will go live on 1/1.

VisionMS is hoping to connect with Toni Nelson (TSN) to continue on information uploading.

BTown is assisting us with the website and will load a new user schedule closer to re-opening.

e. AWC Trust Membership

District General Manager Deschenes reported that the City of Des Moines sponsored the District for AWC Trust Membership which will allow for benefits for District employees. The District anticipates hiring up to five full-time employees and will offer a 16% stipend for all benefits of which AWC Trust options are a part.

g. Proposed Fees & Services

Based on the Board's request at the 12/12 meeting for more fee options, Aquatic Manager Finazzo presented a new fee schedule which is on file.

h. Proposed Schedule Update

Aquatic Manager Finazzo addressed a request by the Board to offer additional programming options based on staffing. The changes included a time change for water aerobics as requested by Commissioner Kasnick, as well as daily shallow and deep end lap swims. The AM also indicated that more time and space would be dedicated to swim lessons when those resume in Spring 2018. It was also noted that the shallow lanes plus 3 lanes in the deep end would be available during open swim.

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Commissioner Kuehnoel indicated that in the Ballard King report earlier in 2017, the District was looking at recapturing 46% of fees and costs based on ideal staffing. The AM answered that lap swim is not ideal in the earlier hours.

President Overmyer asked the Board if they were ready to finalize the rates and programming schedules, and also asked for feedback and review of these items on a regular basis. After a discussion, the Board members agreed on a quarterly review and an annual approval. Further, that rate increases should come back to the Board for review in time for budget.

Commissioner Martinson moved to approve the program schedule as presented at this time with annual review. Commissioner Kasnick 2nd. There was discussion regarding timing of the annual review process which will begin in September.

A comment was made by guest, Gene Achziger, about view clarity of what was being presented on the screen. President Overmyer indicated the information presented was old business that it had been provided to the Board previously.

With no further discussion, the motion passed 5-0.

A 2nd motion was then made by President Overmyer to approve the rate structure as presented with annual review starting in September. Commissioner Kuehnoel 2nd. A comment was made by the President that the information should be posted soon on the website for public awareness.

With no further discussion, the motion passed 5-0

i. Resolution 2017-13, Adopting Policies and Procedures

A summary of previously adopted policies and procedures along with current P&P's was presented to the Board. The District Clerk incorporated feedback received from Board members with regard to the current list of P&P's. President Overmyer read Resolution 2017-13 Adopting Policies and Procedures to the Board and asked for a motion. Commissioner Kasnick moved to adopt the policies and procedures as set forth in Resolution 2017-13. Commissioner Martinson 2nd.

District General Manager Deschenes commented on the reasoning behind Resolution 2017-13 based on discussions with Legal Counsel and the need to standardize the District's policies and procedures. All documents will be posted on the website. Future edits to the Administrative Manual will be entered on the agenda and will be reviewed by the Board.

With no further discussion, the motion passed 5-0.

NEW BUSINESS

a. Proposed 2018 Business Calendar

President Overmyer indicated the next scheduled meeting would be a retreat on January 9 at 3:00 p.m, and asked District General Manager Deschenes to email the Board including those members whose commissions will be expiring in 2018. She stated the importance for all members to be in attendance.

b. Background Checks

District Clerk Ray reported on the evaluation of background check companies suggested by Tanya Crites at WCIA. A final decision has been made on a company. In addition to local and state database checks, national and federal

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checks are provided for a per search cost and a one-time set up fee of \$30.00. The client services agreement was vetted by Legal with no edits. The service is web-based.

Commissioner Martinson commented that RCW 35.61.130 requires two levels of background investigation; through Washington State Patrol and a federal database. However, it also states that a 3rd party company may be used. A discussion ensued on fingerprinting. Although the company offers that service, further discussion will be necessary by the Board to determine if this is needed.

c. Budget Amendment

Resolution 2017-12 was introduced to the Board. Legal Counsel and Toni Nelson (TSN) assisted with the language.

Commissioner Kuehnoel moved that the Board of Commissioners authorize a transfer from the Capital Reserve fund in the amount of \$120,000 to the General Fund for the purpose of meeting the increased project costs associated with the MRP project. Commissioner Dusenbury 2nd. No discussion. Passed 5-0

At 6:17 p.m., the Board of Commissioners went into Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. The Executive Session will last for 20 minutes until 6:39 p.m.

All non-Board members were excused from the room with the exception of the DGM and District Clerk.

At 6:39 p.m. the Executive Session was extended to 7:15 p.m.

At 7:00 p.m. the Regular Meeting re-convened.

Commissioner Kuehnoel moved to increase the District General Manager's salary by 4% and to enter into an employment agreement for two (2) years ending in December 2019; Commissioner Dusenbury 2nd.

A discussion ensued about the DGM's annual salary increase. With no further discussion, the motion passed 5-0.

Commissioner Kuehnoel asked for amendment to the previous motion regarding the salary increase, moving to modify the salary increase of the DGM from 4% to 6%. Commissioner Dusenbury 2nd.

Commissioner Martinson asked that clarification be added to the motion, i.e., 2% representing cost of living and 3% for performance for the next 12 months. President Overmyer preferred to stick with 4% total given the District's present financial status. Commissioner Dusenbury motioned for a 5% increase. Commissioner Kuehnoel stated that in the past, the Board addressed cost of living and performance separately. She then withdrew her previous motion. The Board voted all in favor 5-0.

Commissioner Kuehnoel moved to rescind the increase of the DGM's salary review of 4% with a 2-year employment agreement for clarification. Commissioner Dusenbury 2nd.

Commissioner Kuehnoel then stated in light of the annual employee review of "meets expectation" of District General Manager Deschenes, a motion was made to increase his salary 5% effective for the next 12 months. Commissioner Dusenbury 2nd.

Commissioner Martinson asked for an addition to the motion; 2% cost of living plus 3% annual performance review.

With no further discussion, the motion passed 5-0.

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UPCOMING MEETINGS –

- 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 Regular Meeting was adjourned at 7:08 p.m.

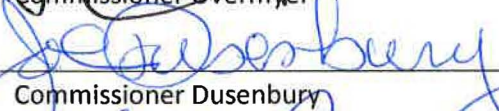
Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool District Board of Commissioners

 Commissioner Kuehnoel


 Commissioner Overmyer

 Commissioner Martinson


 Commissioner Dusenbury


 Commissioner Kasnick


 Linda Ray, District Clerk

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