



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

January 16, 2018
5:00 p.m. Special Meeting
District Office

**MINUTES
REGULAR MEETING**

CALL TO ORDER/ROLL CALL

President Overmyer called the meeting to order at 5:00 p.m. Present were Commissioners, Dusenbury, Kasnick, Achziger, and Young; District General Manager Deschenes and District Clerk Linda Ray.

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

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT – None

CONSENT AGENDA

Commissioner Dusenbury moved to approve the Consent Agenda including the vouchers processed in December 2017 totaling \$155,285.13; Commissioner Kasnick 2nd. No discussion. Passed 5-0.

OLD BUSINESS

a. Liabilities

District General Manager Deschenes met with Legal Counsel, Brian Snure, regarding an email he received from Ken Spencer of AMG. Brian will assist in drafting a response with the DGM. The District is asking for up to \$5K in liability payments, however we will use flexibility. Payment for equipment left at the pool was estimated at \$2.9K for which the District will pay AMG. The DGM explained that we are working with AMG on swim lesson credits via AMG's notes posted in their version of Quicken; however, they cannot print an accurate report for us. We are relying on the information emailed to us from Mr. Spencer. Individuals requesting credits will be entered into our software, CivicRec. We will use the honor system if individuals cannot produce a receipt.

President Overmyer offered a background to the new commissioner's regarding the liabilities outstanding with AMG.

b. Project

District General Manager Deschenes met with the construction team about the sewer line issue. The regular construction meeting was cancelled. Live camera work is in progress extending from the street to the manhole. Excavation will begin on Thursday, 1/18. President Overmyer explained that the existing as-builts were not up to date and that new ones will be drawn for us at the end of the project.

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.

c. Lease Update

President Overmyer stated that the District office lease has been on a year to year basis. In 2017 a 3-year lease was approved by the Board. Legal counsel and the landlord have concluded discussions and lease will be signed next month. The current rent is \$717.00 a month. After doing a survey on office properties in Des Moines, rents average approximately \$1,500 a month. There is not enough space at the pool for District staff and a portable unit would not offer needed security.

d. Server

The server was installed and will be moved upstairs into a secure location which is required by WCIA. The landlord is working with us to provide space in an IT closet. Data transfer software still needs to be installed for site monitoring and off-site backups. PC's have been installed at the pool and local log-in capability from the server will be available sometime next week. The software and backup are part of our service agreement with CMIT.

e. TSN Contract

President Overmyer explained that Toni Nelson of TSN Financial is our financial analyst at present. When the District was started in 2009, Vision MS was used as the financial software. Toni Nelson established her own company and has been our financial analyst ever since. The District is now going back to Vision MS for monitoring and reporting finances without the need for an outside analyst.

Toni Nelson will assist the District with 2017 year-end financials and so the contract will be extended as approved in December by the Board. The contract is to finish out year-end responsibilities.

Commissioner Achziger inquired about TSN Financial's scope of work for the District. It was explained that she prepares financial statements and that this will now be tasked by a new entity. Moving to Vision MS will produce a larger workload for District staff, but financial information will be able to be viewed in live time where there is presently a 6-week lag in receiving this information.

f. Financials – not discussed

g. Signature Authority

President Overmyer stated at the beginning of each year, it is necessary to submit to King County an Accounts Payable Authorized Signature Form signed by the Board members, along with Resolution 2018-02, Auditing Officers Delegation for approval of warrant requests.

President Overmyer nominated Commissioner Kasnick to act as a second signatory to the Clerk of the Board. Commissioner Kasnick accepted the nomination. The Board passed the nomination 5-0.

h. Resolution 2018-01

President Overmyer offered to the Board for signature, Resolution 2018-01 to solidify nominations made at the January 9th meeting for President of the Board and Clerk of the Board.

President Overmyer moved to approve Resolution 2018-01 authorizing Joe Dusenbury, Clerk of the board and Toni Overmyer, Chair of the Board and Commissioner Eric Kasnick as auditing offers for the purpose of signing payment vouchers. Commissioner Kasnick 2nd. No discussion. Passed 5-0.

i. Resolution 2018-02 –Discussed above

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

j. MRP Rate Structure

Commissioner Achziger opened a discussion on the MRP Rate Structure that was approved at the December 19, 2017 Regular Meeting. The Commissioner had concerns about extending non-resident rates as well as resident-rates and the impact this will have on children in low income areas. Citing US statistics which show that lower income families are unable to afford swim lessons for their children even with a benefit of grants. He advocates further consideration for using standard across the board rates instead of a non-resident and resident rate model.

The Board members offered comments regarding the need to support the pool with a modest increase in rates given the size of the service area. It was determined that further discussion on this subject would be put on the 1/28/18 Retreat Meeting agenda and that the Aquatic Manager who developed the current rate structure should have the opportunity to be included in further discussion.

As the MRP Rate Structure had been approved earlier, President Overmyer requested that the DGM post these on the website.

NEW BUSINESS – None

In closing, President Overmyer reminded the Board members about the Retreat meeting at the District Office on January 28th. Lunch will be provided.

UPCOMING MEETINGS –


- January 12, 2018 Special Meeting, 12:15 p.m., District Offices
- January 16, 2018, Regular Meeting, 5:00 p.m., District Offices
- January 28, 2018, Retreat Meeting, 10:00 a.m., District Offices
- February 20, 2018, Regular Meeting, 5:00 p.m., District Offices


ADJOURNMENT

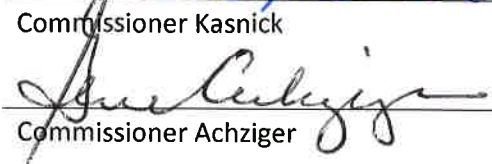
There being no further business, the Special Meeting was adjourned at 6:20 p.m.

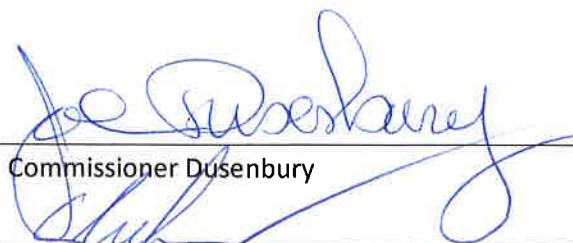
Respectfully submitted by Linda Ray, District Clerk

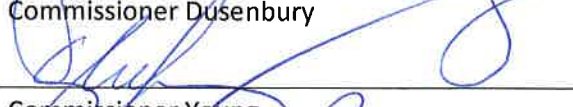
Des Moines Pool District Board of Commissioners

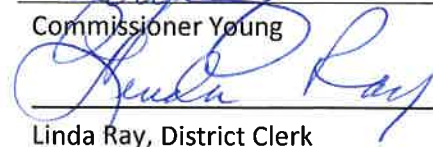

Commissioner Overmyer


Commissioner Kasnick


Commissioner Achziger


Commissioner Dusenbury


Commissioner Young


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

