



# Des Moines Pool Metropolitan Park District

22015 Marine View Drive South

January 28, 2018  
10:00 a.m.

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

President Overmyer called the meeting to order at 10:00 a.m. Present were Commissioners Dusenbury, Kasnick, Achziger, and Young; District General Manager Deschenes, and District Clerk Ray.

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

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS** – None

**PUBLIC COMMENT (Please Limit to Three [3] Minutes)** – None

### BUSINESS –

President Overmyer opened the meeting by stating that the intent at the end of the meeting is to hand out worksheets for creating future goals of the Board.

District General Manager Deschenes stated the importance of developing emergency action plans for the pool staff, most of which will be under the age of 20, and showed a video from the TV show “The Office” addressing fire drills.

#### a. Mission, Values, Goals

Commissioner Kasnick was asked to read the District’s Mission statement. Having done so, President Overmyer stated the need to review the Mission at the start of each new year and to make any needed changes. She reminded the Board members that the statement needs to assure the message transfers to the pool staff as well.

District General Manager Deschenes stated that the language of the original Mission had been condensed in order to embody the true idea of the statement into something recitable.

Commissioner Dusenbury suggested to post a statement at the pool such as SWIM WITH PRIDE. District General Manager Deschenes offered to research the cost of a poster and turnaround time.

District General Manager Deschenes showed a Guy Kawasaki video on developing mantras and the desire to make a mission statement that captures the essence of the organization; such as Making Swimming Great Again as suggested by Commissioner Kasnick.

The Board members decided to add a line below the Mission Statement as follows: SWIMMING FOR SUCCESS. The subject of standardizing a logo will go to committee for review.

District General Manager Deschenes was asked to construct a list for the committee regarding logo branding for the new “mantra” stated above.

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### **b. Progress Chart**

District General Manager Deschenes offered a project update via PowerPoint slides which is on file. He stated that the leak recently discovered in a sewer line at the Mt. Rainier Pool was not from a break, but rather a blockage from a large Tupperware container that had been sucked into the drain at a time in the past when it was not covered. PVC pipe now replaces the cast iron pipe from the street to the collection tank. Deterioration occurs on the back side of the p-trap. The repair cost will be approximately \$59K and will include the new drain line. A final proposal has not yet been received.

Representing the District in the project; i.e., BLRB and Scott Romano are collaborating with contractors Werlech and Anderson Pool Works to provide a punch list. The O&M manual is completed and includes warranties. This notebook will be required in order to receive Health Department occupancy permits. Aquatic Manager Finazzo is also involved in this process. The District will take occupancy on February 15<sup>th</sup>.

The Capital and Facilities Committee will be tasked with developing a list of future maintenance concerns such as the HVAC in-take and air handler which was not addressed during the project. MacDonald Miller, our contracted HVAC vendor, has reviewed the pool's mechanical systems and will report back to the Board on critical repairs and replacements. It was noted that due to the lack of addressing maintenance issues in the past 15 years, the cost of the renovation project has tripled since the start last summer. With that said, the project has added at least 10 to 20 years to the life of the pool facility.

Commissioner Dusenbury noted that the pool facility is not ADA compliant and that bringing the building up to code may be out of the control of the Board due to Federal pressure on smaller agencies to comply.

District General Manager Deschenes further stated that a proposal for vent cleaning at the pool facility is in progress as well as other necessary facilities items. He suggested a new re-opening date of March 1<sup>st</sup> which would give the Aquatic Manager time to complete hiring of a Coordinator and Lifeguards that are trained through the American Red Cross. Deadlines for receiving resumes is February 13<sup>th</sup>.

Continuing the update, District General Manager Deschenes reported on server sharing, finalizing a janitorial supplies vendor, fire extinguishers, vending machines, and the possible need to re-key the facility based on unidentified key-holders.

The subject of hiring lifeguards was discussed. A national shortage of lifeguards has made it difficult in finding qualified candidates. The District will offer scholarships to qualified and interested individuals to augment training costs for American Red Cross certification. Aquatic Manager Finazzo is working with other area pools in his capacity as WRPA chair-person to develop a network of lifeguards throughout the area.

### **c. 2017 Reflection**

President Overmyer offered a list of accomplishments throughout 2017 as follows:

- Governance – work on getting policies and procedures finalized. Using the William Shore policies and procedures as a template, these were already vetted by Brian Snure and the WCIA. These are reviewed regularly for changes and updates. Formatted by District staff, a copy appears on the website and in hard copy in the District office.
- Management Changeover – Prior to 2009, District Board members were performing many of the management duties of the pool themselves. Self-management of the pool has been considered since 2013. At the end of 2016, the District performed a lifeguard audit to gain a better understanding of what guarding

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should look like. This was not a blind audit and the pool staff passed. Ballard King participated in an operational audit and after Board evaluation of the results, determined the need for a higher level of management. The change-over in management occurred at the start of the renovation project.

Commissioner Achziger stated his concern about lack of transparency to the public on the reason for the management change. President Overmyer addressed his concern by stating the business decision was made to self-manage after discussions at previous Board meetings and at the end of the contract with the former management company.

Commissioner Dusenbury queried about the need for re-opening communications through Liz Loomis or other means. It was decided to table the subject until committee structure was discussed.

Continuing with the Reflection:

- Aquatic Feasibility Study – An AFS was done in order to understand the capabilities of a pool facility. The result of the study posed the question to the Board, do we stay (in the present facility) or do we build a new facility; or is it a combination of the two. The public was involved in the discussions via three public meetings. Site options include Des Moines Elementary and the area adjacent to Steven J Underwood Park. A statistically valid survey was performed that gathered information from the community.
- Safety and Maintenance – These issues are being addressed by District General Manager Deschenes and Aquatic Manager Finazzo.
- Background Checks – These are now done on a national level.
- Maintenance – An all-inclusive contract with MacDonald Miller was introduced where minor repairs are done and covered during regular maintenance. This has been a cost savings.
- Finances – We are using VisionMS software and have real-time access to cash flow analysis without lag time. Due to mounting construction costs from unknown repairs during renovation, the District approached King County and received an Interfund loan which is a line of credit enabling payment on only funds that are used.

Commissioner Dusenbury commented that a Capital reserve had not been included in the budget for 2018 as in past years and that he would suggest stretching out payment of the Interfund loan into 2019 to identify a reserve of \$180K.

Continuing the discussion on Reflections:

- Information Technology – the District's and MRP's websites have been combined into one site and has been formatted for mobile friendly use. A new registration system will be going live.

#### **d. Financials**

- 2018 Budget -- District General Manager Deschenes reviewed the 2018 budget for the Board in a line by line narrative. The 2018 budget worksheet is on file.

President Overmyer commented to the Board about WCIA membership that is available to the Board members for participation in webinars and other information gathering venues. She asked the District Clerk to make log in

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information available to the Board Members via email. She also asked District General Manager Deschenes to make NRPA membership information available as well.

Continuing the Financial update:

- For the Operational side of the budget, and since we do not have a clear picture of what expenses will be with the new management, cost information was used from the Covington and Tukwila pools for establishing budget.

President Overmyer offered that new clerestory windows have been purchased, but due to a re-roofing project hosted by Highline School District, repairs will need to be made at the clerestory site prior to installation.

Commissioner Kasnick commented on the budget for roof and gutter cleaning, the bi-annual inspection by Aquatic Specialty, and new pool stairs. In addressing, roof and gutter cleaning, it was stated that safety liabilities prohibit that this work be done by anyone other than a qualified vendor.

- Cash Flow and Chart Analysis -- District General Manager Deschenes stated that cash flow information will be available in real time due to Vision MS. Toni Nelson at TSN has completed analysis through the end of December 2017.

President Overmyer closed the Finances discussion by stating that aquatics is not a money-making business. It should be part of a larger program. Part of the goal-setting in this area should be adopting the understanding of what the Board wants to measure and how we will adjust our cash flow in the future.

- MRP Fees Structure – Commissioner Achziger provided a hand-out to the Board members detailing user population in half mile increments from the pool. He stated it is important to concentrate on elementary school's curriculums for inclusion of swim lessons. Citing the USA Swim Foundation for research that has been done on trying to enable pools to imitate their communities on a diversity level, the Commissioner feels the approved non-resident rate will negatively affect the diverse populations in the service area.

As the rates were already approved by the Board, those will be published and that any further discussion on the rate structure should include the Aquatic Manager.

A discussion ensued about future swim lessons and the need to increase the availability of scholarships.

President Overmyer asked for any further comments or questions on the 4<sup>th</sup> quarter report and commented that the 2017 budget message would be constructed by Toni Nelson for review by the Board and submission to the State Auditor's office before May 31<sup>st</sup>.

#### **e. Aquatic Feasibility Study**

President Overmyer reported that the Board is awaiting on a final report from BRS. A draft of the report is in the District offices for review. A discussion ensued about the water run off on the Des Moines Elementary site. President Overmyer stated the need for a plan for next steps with regard to site selection and subsequent studies that will need to be done. Consideration of the Aquatic Feasibility Study should influence the Board members when goal setting.

The Goal Setting worksheets are due before February 10<sup>th</sup> to District General Manager Deschenes or District Clerk Ray.

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**BUSINESS CALENDAR**

Addition of a meeting on March 6<sup>th</sup> to address Goal Setting.

**BOARD COMMITTEES**

The Committee structure is as follows:

- Capital and Contracts – President Overmyer and Commissioner Dusenbury
- Finance – Commissioners Dusenbury and Young
- Policy & Procedure – Commissioners Young and Kasnick
- Outreach – Commissioner Achziger and President Overmyer
- Ad Hoc – Commissioners Kasnick and Achziger

**UPCOMING MEETINGS**

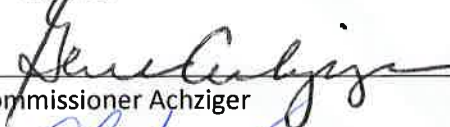
- February 20, 2018, Regular Board Meeting, 5:00 p.m., District Offices
- March 6, 2018, Special Meeting, 5:00 p.m., District Offices
- March 20, 2018, Regular Board Meeting, 5:00 p.m., District Offices


**ADJOURNMENT --**

There being no further business, the Special Meeting was adjourned at 1:23 pm.

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool District Board of Commissioners

  
 Commissioner Achziger

  
 Commissioner Overmyer

  
 Commissioner Young

  
 Commissioner Dusenbury

  
 Commissioner Kasnick

  
 Linda Ray, District Clerk

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