



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

April 7, 2018  
9:00 a.m.

**MINUTES  
SPECIAL "RETREAT" MEETING**

**CALL TO ORDER/ROLL CALL**

President Overmyer called the meeting to order at 9:00 a.m. Present were Commissioners Dusenbury, Kasnick, and Achziger; District General Manager Deschenes, District Clerk Ray, Aquatic Manager Finazzo, and Aquatic Coordinator Andrews.

Commissioner Kasnick moved to excuse Commissioner Young from the meeting; Commissioner Dusenbury 2<sup>nd</sup>. No discussion. Passed 4-0.

**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 introducing Aquatic Coordinator Kaitlyn Andrews to the Board members.

**a. Aquatics Manager & Aquatic Coordinator Presentation**

Aquatics Manager Finazzo stated the Mt. Rainier Pool would be re-opening on April 23<sup>rd</sup> with limited hours due to staffing. There are some staff members on-site doing prep and cleaning for the re-opening. The pool will be hosting April Pool's Day with three lifejackets for raffle. This event is being advertised in City Currents.

At present, there are 7 lifeguards on board through May/June. Both Dominic and Kaitlyn have approached other facilities for additional coverage, however those facilities are also struggling with staffing during weekday hours until school is dismissed for the summer. A lifeguard class will be offered April 9-13. The AM and AC attended a job fair at the Mt. Rainier High School and received a few applications from interested students. They will also participate in a job fair at Todd Beamer High School in the near future and one at Highline Community College on May 16<sup>th</sup>.

The pool will be re-opening with limited schedules depending on staffing. Presently, staff is available primarily in evenings and on weekends, with a shortage of staff during the morning hours. It would be helpful to have adult applicants. Currently there is one adult interested in the lifeguard class.

District General Manager Deschenes is collaborating with legal counsel on restructuring swim team contracts. The necessity of contracts was stressed at the WCIA audit by Tanya Crites. There are two clubs interested in practice space at the pool. Legal Counsel suggested an RFP to determine which club, CAAT or King Aquatics, will win practice

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**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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times. DGM Deschenes will draft the RFP and report at a future meeting. President Overmyer directed Board members questions or comments on this subject to DGM Deschenes.

#### **b. Finance Update**

District General Manager Deschenes and District Clerk Linda Ray are continuing to work in VisionMS to extract YTD budget figures. A training session from VisionMS will occur on 4/19 to clarify the questions that are existing with the software.

The DGM reviewed expenditures for January and February and stated that March figures would be forthcoming from King County around April 9<sup>th</sup>.

During the review, the DGM stated that the roof and clerestory were not part of our renovation project and would be expended by Highline School District. The extended closure of the pool caused budget line items to be delayed; pool operation expenses and supplies will also cause overages. We have three grants totaling \$87K in process to offset startup and project costs as well as Normandy Park's annual contribution of \$25K.

Commissioner Achziger offered an option to the WIBIT play structure called Skwim which is a water program like frisbee. President Overmyer asked the Commissioner to send information to District General Manager Deschenes for review.

#### **c. Aquatic Feasibility Study**

President Overmyer reported that the District is waiting to finalize the report on the study that was done last year. The goal is to create a master plan of long-term goals based on evaluation of three sites; i.e. Steven J Underwood Park, Des Moines Elementary, and the present Mt. Rainier Pool site. She mentioned that Steven J Underwood Park may be off of the table due to a desire by the City to build soccer fields on that site but wants to set up a meeting with the City to confirm.

A discussion based on the need for a better master plan for maintenance and repairs at the pool ensued. The DGM stated there are many components that still need to be addressed after the project. The Commissioners revisited the question of whether the pool should remain on its present site or be re-built elsewhere. During the AFS workshops, the public indicated a priority for a competition pool rather than recreational.

Commissioner Achziger expressed his desire for encouragement of community school age children to participate in swim lessons. He also suggested approaching the school district about land near Pacific Middle School as a possible site for rebuilding the pool.

**A lunch break was called at 11:08 and the meeting reconvened at 12:00.**

The discussion on whether to stay or go continued. President Overmyer stated that it will be necessary to start negotiations immediately with Highline School District on renewal of the lease as well as our vision on swimming and timeline for building if that is the option. Next steps will be determined by the information gained by the Aquatic Feasibility Study and the budget developed from a master plan.

#### **d. Petty Cash**

The District Clerk researched with King County the process for establishing a petty cash account. They responded all that is required is a warrant request. Their preference is against a transfer request to a banking institution. An account was established at US Bank in 2016 to accommodate payroll and was never utilized. US Bank has no

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restrictions on the account and so it can be repurposed for petty cash. Legal Counsel suggested implementation of the account by resolution. Two \$75.00 accounts will be established for both registers at the pool. The account will maintain a balance of \$2000 to be refreshed when needed via warrant request. All cash and credit card transactions completed at the pool will be kept in the pool safe and deposited in the US Bank account when needed. At some point, the cash will be transferred to King County.

Commissioner Dusenbury moved to approve Resolution 2018-03 Establishing Revolving Fund Account and Establishing Register Imprest Fund (Petty Cash). Commissioner 2<sup>nd</sup>. Passed 4-0.

#### **e. 2018 Goals**

President Overmyer reviewed the SMART goals document that was developed by District General Manager Deschenes from the information that was forwarded to him by Board members. A discussion ensued about the need to bundle some of the goals in order to create the top five priorities for the Board. Operational goals will be established for the Aquatic Manager. At the conclusion of the discussion, it was decided the goals would be structured into the following priorities: Get Pool Opened, Financial Stewardship, Diversity, and Contracts.

It was mentioned that District goals should also be aligned with those of the Highline School District. To this end, District General Manager Deschenes is working on a meeting with Scott Logan. President Overmyer stressed the need for a presentation and charged the Public Outreach Committee with development.

#### **GENERAL INFORMATION**

President Overmyer called for Board members general comments.

Commissioner Dusenbury stated his enthusiasm at the re-opening of the pool.

Commissioner Achziger queried when the pool would be able to offer lessons. President Overmyer responded it would be dependent on staffing. Water safety training would be established in time and made available to all lifeguards. Commissioner Achziger also expressed concern over the hourly rates offered to the lifeguards.

Commissioner Kasnick commented on the pool brick walls and the chalky substance that appears. President Overmyer stated that the brick should not be treated until the spalling process was addressed. At the completion of this project, the Aquatics Manager will be instructed on how to clean the surface of the brick.

President Overmyer in response to a comment by Commissioner Achziger regarding banners at the pool suggested that the Public Outreach Committee review presentation of banners to area schools as a welcoming tool.

#### **BUSINESS CALENDAR – no changes**

#### **UPCOMING MEETINGS**

- April 17, 2018, Regular Meeting, 5:00 p.m., District Offices
- May 15, 2018, Regular Meeting, 5:00 p.m., District Offices

#### **ADJOURNMENT --**

There being no further business, the Special Meeting was adjourned at 1:00 pm.

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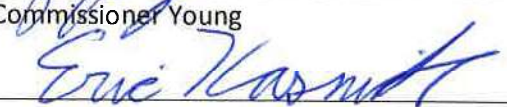
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Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool District Board of Commissioners

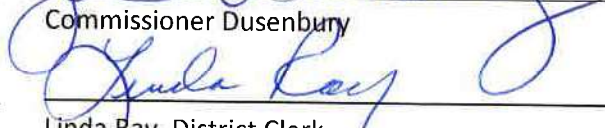
  
Commissioner Achziger

  
Commissioner Young

  
Commissioner Kasnick

  
Commissioner Overmyer

  
Commissioner Dusenbury

  
Linda Ray, District Clerk

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