



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

November 1, 2018  
5:00 p.m.  
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, Achziger, and Kasnick; District General Manager Deschenes and District Clerk Linda Ray. Commissioner Young arrived at 6:17 p.m.

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

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** -- None

**PUBLIC COMMENT**

Michelle Thyng, a Des Moines resident, in attendance at the meeting expressed concern about management at the pool and the lack of services, primarily swimming lessons. She additionally commented that she had understood a pay increase had been voted on for one of the employees at the pool. President Overmyer answered that there had been no pay raise and inquired where Ms. Thyng had received this information. Commissioner Achziger corrected that the pay increase was from the budget. President Overmyer advised Ms. Thyng that it had been a budgeted amount and not an increase in pay.

Ms. Thyng asked for meeting handouts which were provided to her after they had been stamped "DRAFT".

**BUSINESS**

**a. Closure/Warranty Work**

President Overmyer reported that the District was waiting to hear from the architect, Doug DuCharme, regarding a start date from the contractor for correction of defective work. As of the date of this meeting, there was no update.

At this time, Ms. Thyng asked a question about the difference between the school district project and the work being done to correct defects. Ms. Thyng was directed by President Overmyer to provide her questions in writing to President Overmyer personally and she would happily answer those questions after the meeting.

**b. 2019 Budget**

President Overmyer asked the Board at a previous meeting to consider whether the budget line items should remain separate under Administration and Operations or be combined in order to streamline the process. She asked to delay a discussion on this subject until Commissioner Young was in attendance.

**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, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

### c. Board VPN Access

District General Manager Deschenes stated that in 2017, the Board switched from contracting with a financial analyst to employing software, VisionMS, to track monthly expenses. With this software it was suggested by our IT support specialist, CMIT, to backup the files via a server. We are now researching the option of switching the Board members to a VPN. Previously, the Board members were provided with laptops secured with encryption. The Board members experienced many issues with the laptops and their password access. The cost for support was up to \$2,500/month before the new contract. VPN access allows access to the server while ensuring that everything is secure. All updates would be provided by CMIT. The cost for VPN access over 8 years would be \$120K. The other option is to keep what we now have which is access to Office 365 for emails and PDF viewing on Board members personal computers.

A brief discussion ensued regarding log on issues with Office 365 from off-site locations and CMIT's recommendation for VPN. It was decided to hold a vote on this subject until Commissioner Young joined the meeting.

### d. Capital Facilities Plan

District General Manager Deschenes reported that the Board did not need to hold a public hearing in order to vote on the Capital Facilities Plan. This is the final step in determining a baseline for the Feasibility Study that was done in 2017. The Plan will assist in identifying future problems and risks with regard to a new facility.

The DGM detailed some of the items that may need attention at Mt. Rainier Pool in the next 5 years such the boiler, the ceiling above the pool, the air handler, the paging system, seismic upgrades, and the vent system.

President Overmyer reminded the Board that the present focus is on operations. Future talks about our contract renewal in 2020 with Highline School District will determine what our capital plan actually looks like going forward.

DGM Deschenes continued his review by pointing out other equipment replacements will need to be made i.e., the pool pump, switches, starting blocks, parking lot entrance gates, ADA concrete slabs in the front of the pool building, public restroom and family renovations.

He also mentioned that in response to reporting to the school district that groups of high school students are using the pool parking lot to gather, the City of Des Moines police and HSD Security will be patrolling before and after school hours.

DGM Deschenes stated we would end the year with approximately \$400K after paying retainage and architect fees related to the project.

President Overmyer closed the discussion by saying that the Board understands what is needed. The numbers presented are good estimates. The Feasibility Study needs to be completed and a conversation had with Highline School District for a new contract. Per current contract, the District has been responsible for all capital repairs and replacements.

According to the capital plan, we will spend approximately \$700K on repairs and maintenance but talks with HSD will provide more information. She continued that we are saving a lot by managing the pool instead of having a 3<sup>rd</sup> party manage it for us. We were hit hard by unknown conditions prior to the project.

### e. Policy 580-Grants

President Overmyer tabled the vote on the policy until Commissioner Young is in attendance.

## **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, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

#### **f. Banners/Pegboard**

Commissioner Achziger was asked to report on the progress of this project. He asked the Board for their opinions on hanging the banners with or without pegboard underneath.

During a discussion with Doug DuCharme from BLRB, he stated that there may be the potential for moisture behind the existing pegboard material due to the age and humid environment. Commissioner Dusenbury stated that the pegboard and material had been installed originally for sound mitigation.

Commissioner Achziger had hoped to have the pegboards painted. DGM Deschenes stated that he would contact the Aquatic Manager and find out if his staff might be willing to do this at a future time.

President Overmyer asked the Board to table this discussion and that it will be dealt with as priorities permit.

#### **e. Salary Matrix**

District General Manager Deschenes posted an area salary matrix on the wall for the Board members to review. The Mt. Rainier Pool is 2<sup>nd</sup> for highest salary. We also pay 100% of the training fees for lifeguarding classes.

The WRPA did a salary survey in 2017 but did not do one in 2018 and so the information was obtained from Glass Door.

President Overmyer due to a national lifeguard shortage, WRPA was participating in a job share program for lifeguards giving them an opportunity to pick up extra hours at other facilities. The District attempted to do this with the Tukwila Pool, but they did not accept our ILA. We are using their pool for training at the present time while Mt. Rainier Pool is closed.

Commissioner Achziger encouraged the Board to think of ways to attract lifeguards other than with wage.

DGM Deschenes commented that we hope to have lifeguard training classes in the near future and are developing a relationship with the high school.

President Overmyer commented that in the past, having had a 3<sup>rd</sup> party managing our facility, we had no say in programming. Commissioner Achziger replied that the Aqua Guard program that the former management company, AMG, promoted for lifeguard training had to discontinue operation because of unavailability of staff.

The American Red Cross offers a similar program which will be used at MRP and the program is nationally vetted to help mitigate risk. Training is open to all staff members and is consistent across the board.

#### **At 6:17 p.m., Commissioner Young joined the meeting.**

President Overmyer resumed discussion on the 2019 budget and whether or not it should be streamlined. An informal round table vote was taken and the Board agreed on a combined budget.

A comment from Commissioner Achziger regarding a comparison of Tukwila's budget with the District's draft budget opened a discussion. His concern was a difference in the wage line totaling \$81K over Tukwila's budget figure. In explanation, President Overmyer stated that our budget was only a draft at this time and that due to lack of a year's worth of continuous operation of the pool, some items would only be approximate. Further, our management model

#### **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, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

is different than Tukwila's as are our demographics. In addition, our budget reflects operations 7 days a week and our lifeguards are paid at a higher rate.

Commissioner Achziger raised an issue with the Aquatic Manager's rate of pay in budget. President Overmyer responded that the Aquatic Manager being experienced in pool facility maintenance is providing repairs in-house without the need for contracting with outside vendors. The exception is the HVAC system which is contracted out. The DGM gave an example of how the Aquatic Manager fixed the shower trees in both restrooms. We are presently footing the cost of most of our capital expenditures due to the nature of our contract with HSD.

Commissioner Young suggested that he do a line by line comparison of both budgets and report back to the Board no later than Thursday, November 8<sup>th</sup>.

President Overmyer then continued discussions on VPN access. Commissioner Young commented that the present system was acceptable and that access to the server was not a priority to him. Opening up to the Board for comments and a verbal amendment, the option to move forward with CMIT's recommendation was voted down, 5-0.

Moving on to Policy 580 on Grants, President Overmyer stated that a draft had been provided to Board members and no comments were received. Commissioner Dusenbury moved that the Board adopt Section 580-Grants policy and make it part of the policies and procedures for the District. Commissioner Kasnick 2<sup>nd</sup>. Passed 5-0.

President Overmyer then stated to the Board that the pegboard project would be suspended until a sound attenuation study is performed.

#### **f. Aquatic Feasibility Study**

President Overmyer stated that the feasibility study provided us with three sites for evaluation. As such, she asked the Board if District General Manager Deschenes should proceed to submit our Capital Facilities Plan to BRS, the company that performed the Aquatic Feasibility Study, so they can complete the evaluation and the study.

A discussion on the future of the present facility ensued and to what extent the community is willing to go to save swimming in Des Moines. President Overmyer encouraged the Board to send comments with regard to the capital plan and the feasibility study to DGM Deschenes no later than Monday, November 5<sup>th</sup>. An email reminder will be sent by the District Clerk.

#### **UPCOMING MEETINGS –**

- November 20, 2018, Regular Meeting, 5:00 p.m., District Office
- December 19, 2018, Regular Meeting, 5:00 p.m., District Office

#### **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, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.


**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:15 p.m.

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool Metropolitan Park District Board of Commissioners

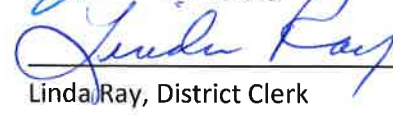
  
\_\_\_\_\_  
Commissioner Overmyer

  
\_\_\_\_\_  
Commissioner Dusenbury

  
\_\_\_\_\_  
Commissioner Kasnick

  
\_\_\_\_\_  
Commissioner Young

  
\_\_\_\_\_  
Commissioner Achziger

  
\_\_\_\_\_  
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, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

Handwritten signature