



# Des Moines Pool Metropolitan Park District

April 16, 2019

6:00 p.m.

District Office

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Overmyer called the meeting to order at 6:00 p.m. Present were Commissioners Young, Dusenbury, and Achziger; District General Manager Deschenes and District Clerk Linda Ray.

Commissioner Kasnick, unexcused absence.

Des Moines resident, Tricia Croom was also present.

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

### ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes handed out a copy of the draft financial report to the state along with an amended business calendar.

President Overmyer asked for the additions under old business of 7e to the agenda for the business calendar; and 7f to report on a follow up with Rep. Tina Orwall regarding District status in Washington State.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – None

### PUBLIC COMMENT

Des Moines resident, Tricia Croom thanked the Board for the addition of swim lessons at Mt. Rainier Pool. She recounted that she registered her daughter for lessons and the required placement test was administered. Ms. Croom felt that her daughter was placed in a lower grade class than her swimming ability. She brought her concern to the attention of the staff on duty in the pool office. After discussion and sharing of a video taken by Ms. Croom, her daughter was switched to another class more suited to her capability.

Ms. Croom gave lauds to the staff for their helpfulness and positive customer service. She stated although there were a few bumps in the startup, swim lesson spots seemed to be filled and that it is good to see the pool up and running.

**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

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**CONSENT AGENDA**

President Overmyer stated that the meeting packet had some adjustments and as such the warrant requests for the month of March along with the payroll transfers were summarized for the Clerk of the Board to validate in the form of an Auditing Officer Certification. These changes were made at the request of the Board at the March meeting to eliminate some excess in the meeting packets going forward and to mirror what is included in City of Des Moines meeting packets. In addition, Expenditures and Revenue figures were summarized on the AIS instead of including a detailed report.

Commissioner Young commented that he would prefer to see vouchers, transfers, and financials in the same format as in past meetings. The Board decided it would be more beneficial to go back to the packet model of previous meetings.

Hearing no further discussion, Commissioner Dusenbury moved to adopt the consent agenda including the Auditing Officer Certification for the month of March with Warrants and Transfers totaling \$72,962.35. Commissioner Achziger 2<sup>nd</sup> and queried if the Board would be getting attendance numbers from the pool's most recent events. DGM Deschenes answered that those numbers would be included in the Aquatic Manager's upcoming quarterly report at the end of the month. With no further comments, the motion passed 4-0.

**OLD BUSINESS**

**a. Policy 340 – Financial Aid/Scholarship Policy**

DGM Deschenes reported that feedback had been received from the Board and had been included in this draft of the policy.

Ms. Croom asked if scholarship funds would be available to children who are not in kindergarten and also to children in foster care.

Commissioner Achziger queried about scholarship availability to children who attend Camp Khaos in the summer months.

DGM Deschenes agreed that language should be revised to include the above concerns prior to releasing the policy. This will be included for discussion in the agenda at the Board's next retreat.

**b. Policy 276 – Organizational Effectiveness**

District General Manager Deschenes introduced an amendment to Policy 276 to include the ability to provide coffee service at the pool to the public on a donation basis. The policy was vetted by our legal team. The donations will become part of the scholarship funds discussed above.

With no discussion, Commissioner Young made the motion to accept the amendments made by the District and by legal counsel. Commissioner Dusenbury 2<sup>nd</sup>. Motion passed 4-0.

A copy of the amended Policy is on file.

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**c. Closure Update**

District General Manager Deschenes provided an update of discussions and proceedings with closure of the pool renovation project that started in 2017. He has been inspecting the cracks that occurred after the liner was installed and they seem to be filling in. There is no leakage or additional cracking at this time.

BLRB was contacted by the Department of Revenue for failure to add sales tax to the retainage cost. That was corrected and we should receive final invoicing in May or June.

At the March meeting, Commissioner Young asked DGM Deschenes to research maintenance bonding with legal counsel. DGM Deschenes discussed this with Atty. Tom Burke who will assist us with the language of future contracts.

Commissioner Achziger inquired if a switch to LED lighting would be considered during the maintenance closure in August. It was agreed that the DGM would contact Project Manager Scott Romano to discuss the feasibility and cost-effectiveness of changing out the electrical hardware.

**d. WCIA Audit Follow-up**

President Overmyer reported that the audit was touched on at the March meeting and that the report had been distributed to the Board via email.

DGM Deschenes updated the on-line job application with language suggested by the auditor. The District will also revise language in the employee handbook which is still needs review by the Board.

**e. Business Calendar**

President Overmyer requested to change the date of the next Board retreat from April 29<sup>th</sup> to accommodate the availability of Commissioners Young and Kasnick. A date of May 7<sup>th</sup> was suggested and agreed upon by the Board members. The workshop retreat will begin at 6:00 p.m.

The retreat scheduled for July 9<sup>th</sup> will include an introduction to the 2020 budget. That workshop is presently scheduled to begin at 3:00 p.m. A suggestion was made to move the start time to the evening and will be discussed at the next meeting.

President Overmyer would like the Board to consider a special meeting early in August to accommodate a 2<sup>nd</sup> quarter report by the Aquatic Manager.

The date for the retreat following is October 1<sup>st</sup> which will include the 3<sup>rd</sup> quarter report by the AM.

President Overmyer asked DGM Deschenes to summarize these dates in an email both to the Board members and to the Aquatic Manager and Coordinator so that they can be prepared for their quarterly reports.

**f. Legislative Follow-up**

District General Manager Deschenes receives updates via email from Doug Levy regarding WRPA decisions and the current District restrictions which he will share with the Board going forward.

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**NEW BUSINESS**

**a. 2018 Financial Report**

Using District's former Financial Analyst Toni Nelson's format for the annual financial report, District General Manager Deschenes drafted the 2018 report which he will provide in Word format to the Board members. He summarized the report and reminded the Finance Committee that they will need to meet to review the document before it is finalized. The DGM's goal is to have the report submitted to the state auditor before the May 21<sup>st</sup> Board meeting.

**b. RFQ - Facilitator**

At the request of the Board the District General Manager Deschenes drafted an RFQ to procure a facilitator to help guide the Board with training to make cohesive decisions with regard to the Aquatic Feasibility Study. It is hopeful the sessions can be scheduled for as soon as this summer; however, concern was expressed over the time line. DGM Deschenes asked the Board members to review and comment by April 23<sup>rd</sup> for discussion at the May Board meeting.

**c. KCYAS Mini-Grant**

District General Manager Deschenes stated that paperwork needed a signature for the King County Youth grant in order to replace the timing pads and scoreboard that were property of AMG and removed when the District assumed management of the pool. The grant offers matching funds up to \$15,000.

Commissioner Young moved to allow the District General Manager to sign the paperwork; Commissioner Dusenbury 2<sup>nd</sup>, Passed 4-0

**GENERAL DISCUSSION**

Commissioner Dusenbury mentioned that the City of Des Moines was presenting at a Highline School District meeting on Wednesday evening at 5:00. President Overmyer invited the DGM and Board members to attend.

Commissioner Dusenbury also indicated that the Y is offering a Silver Sneakers program that might also be considered at the Mt. Rainier Pool. The DGM will research.

Commissioner Young stated if the Aquatic Manager was attending the next meeting, could he ask him if he would consider opening the pool on Sundays. DGM asked the Board to limit questions to the AM, however well-directed questions can be directed to the AM thru the DGM ahead of the meeting.

Commissioner Dusenbury inquired about "numbers" reporting and what reports will look like going forward. The DGM stated that our software can generate any report the Board decides it wants to see. The Aquatic Manager will report on attendance at the quarterly meeting.

President Overmyer made the statement that the pool looks so different and the staff is good. The April Pool's day event went very well.

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**ADJOURNMENT**


With no further business, the meeting was adjourned at 7:10 pm.

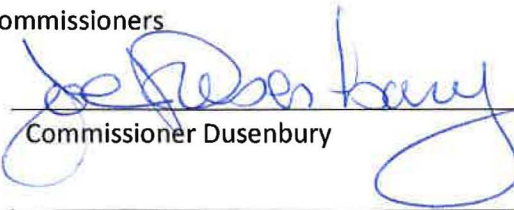
**UPCOMING MEETINGS –**

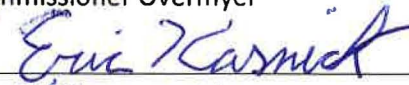
- May 7, 2019, Study Session Retreat, 6:00 p.m. District Office
- May 21, 2019, Regular Board Meeting, 6:00 p.m. District Office

Respectfully submitted by Linda Ray, District Clerk

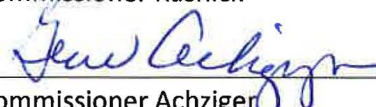
Des Moines Pool Metropolitan Park District Board of Commissioners

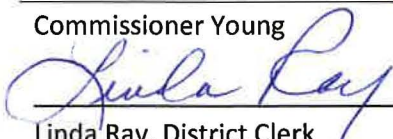
  
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 Commissioner Overmyer

  
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 Commissioner Achziger

  
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