



Des Moines Pool Metropolitan Park District

April 21, 2020
6:00 p.m.
Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA -- None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

President Young addressed the Board by explaining that in accordance with Governor Inslee's Directive, we are permitted only to discuss normal business related to the District and issues related to COVID-19.

Commissioner Dusenbury thanked the staff for the Continuity of Operations plan and the Telecommuting plan. District General Manager Deschenes thanked Commissioner Achziger for his assistance in reviewing and editing the COOP plans.

PUBLIC COMMENT

The public was asked to submit comments via email and no comments were received.

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March 2020 totaling \$79,408.32. Commissioner Croom 2nd. The motion passed 5-0.

BUSINESS

a. Emergency Declaration

President Young stated that an Emergency Declaration is necessary for reimbursement of funds by the federal government to sustain a business if needed. As Governor Inslee has extended the quarantine order we need to declare the emergency and get the resolution in place.

Commissioner Achziger moved to approve Resolution 2020-03, Emergency Resolution in response to the COVID-19 pandemic; Commissioner Dusenbury 2nd. Motion passed 5-0.

b. Policy 392, Continuity of Operations Plan (COOP) Staffing Update

District General Manager Deschenes said that we were required to close our offices and the pool facility on 3/16/2020. It is necessary to have steps in place for staffing during a prolonged emergency and should we be required to revisit a quarantine later this year. Commissioner Achziger provided edits where needed. A copy of the amended plan is contained in the packet posted online.

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

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Commissioner Achziger inquired what services the District and the pool facility can provide in an emergency. He further stated that during an emergency and if our facility was intact, the pool might be used as a base of operations by county police and fire. The Commissioner urged the DGM to contact these agencies to find out if they would be open to this.

President Young mentioned the pool facility could also be used as an emergency venue for showers and sheltering or storage. In addition, the DGM added that the pool water can be utilized to fill fire pump trucks.

Commissioner Dusenbury moved to adopt the plan as amended; Commissioner Achziger 2nd. Passed 5-0.

c. Policy 272, Telecommuting Policy

The District instituted telecommuting to ensure continuity of operations during the sheltering in place order and the pandemic. Policy 272 provides details for that policy. The DGM explained that this policy does not cover duties of the Board members, but only District staff.

The DGM explained that the Aquatic Manager is physically checking on the facility as well as monitoring the sensors and overseeing general operations of the pool; the Aquatic Coordinator is managing staff questions and training events as well as assisting with general operations; and the District Clerk is handling administrative issues; i.e. payroll, payment of invoices, updating financial software, and HR issues. The staff is working either from laptops or are remotng into the server.

Commissioner Kasnick moved to approve Policy 272, Telecommuting Policy in response to the COVID-19 pandemic; Commissioner Croom 2nd. Passed 5-0.

d. Policy 527, Use of Electronic Signatures

DGM Deschenes feels that DocuSign is a good process improvement at a cost of \$300 for the year, giving us 3,000 signatures. With this software, remote signatures can be obtained for voucher requests and payroll eliminating the need for wet signatures or email approval that King County is accepting presently. He added that this will help during the current situation requiring remote work due to the COVID-19 pandemic.

Commissioner Croom moved to approve Policy 527, Use of Electronic Signatures in response to the COVID-19 pandemic; Commissioner Dusenbury 2nd. Motion passed 5-0.

e. Economic and Budget Implications

DGM Deschenes offered a presentation which covered an outlook on the next 6 to 18 months for the District and the community in the wake of the present pandemic. The presentation has been added to the meeting packet on-line.

Over the next few months with social distancing, the District will need to think about how to handle our memberships and how we will communicate this to the public. We will begin working on a communication plan for re-opening.

Commissioner Achziger inquired about what the District will communicate in the next issue of City Currents. DGM Deschenes suggests a message about what services we will offer when we do re-open and asked Commissioner Achziger to provide an article or editing an article about general water safety.

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The DGM mentioned that May is Water Safety Month and as such he would like to do online educational events culminating in a drawing for a 3-month free pass. He added that this would be a good way to educate youth about water safety for the summer.

Commissioner Dusenbury inquired about replacement of the heat exchanger and timing that work with our present closure. The DGM has attempted to contact our vendor, MacDonald Miller, but they have not responded. The cost will be approximately \$50K. The funds were included in the 2020 budget and additionally the District has received some property tax funds as a result of homeowners that pay their taxes as part of their mortgages. The DGM will continue to pursue the vendor through our Project Manager Scott Romano.

GENERAL DISCUSSION

President Young stated he was hopeful the District would have more information about the pandemic stay at home order later in May and called for the regular meeting to be held remotely.

ADJOURNMENT

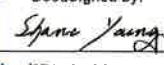
With no further business, the meeting was adjourned at 6:41 pm.

UPCOMING MEETINGS –

- May 19, 2020, Regular Meeting, 6:00 p.m., location TBA

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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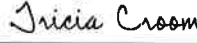
 Commissioner Young

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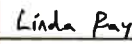

 Commissioner Dusenbury

DocuSigned by:


 Commissioner Achziger

DocuSigned by:


 Commissioner Croom

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 Linda Ray, District Clerk

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