



# Des Moines Pool Metropolitan Park District

January 5, 2021  
7:00 p.m.  
Remote Online

## MINUTES RETREAT MEETING

### CALL TO ORDER/ROLL CALL

President Young called the retreat to order at 7:00 p.m. Present were Commissioners Dusenbury, Kasnick, Achziger, and Stender; District General Manager Deschenes and District Clerk Linda Ray.

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

### ADOPTION/MODIFICATIONS OF AGENDA

The Board approved adoption of the agenda as written.

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager Deschenes announced that the District received a check from Normandy Park for annual usage of the Mt. Rainier Pool.

### PUBLIC COMMENT

The public was asked to submit comments via email for the public portion of the meeting and no comments were received.

### BUSINESS

#### a. Board of Commissioners Elections

President Young called for nominations for the positions of Board President and Clerk of the Board.

Commissioner Kasnick nominated President Young to serve as President of the Board for another term. Commissioner Dusenbury 2<sup>nd</sup> the nomination. Passed 5-0.

Commissioner Kasnick nominated Commissioner Dusenbury to serve as Clerk of the Board for another term. Commissioner Stender 2<sup>nd</sup> the nomination. Passed 5-0.

These positions will be formalized by Resolution at the January Regular Meeting on 1/19/2021.

#### b. Board Committees

The Board presently has three committees: Capital and Contracts, Finance, and Public Outreach. Two commissioners serve on each committee. Additionally, one commissioner serves as representative to WCIA.

President Young encouraged the Board members to think about their personal preference for participation. Discussions will continue at the Regular Board Meeting on January 19<sup>th</sup>.

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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 following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Contact Linda Ray, District Clerk at [linda.ray@desmoinespool.org](mailto:linda.ray@desmoinespool.org) if you have questions.

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### **c. OPMA/PRA Training**

District General Manager Deschenes has spoken to Brian Snure, legal counsel, about giving a presentation to the Board regarding OPMA/PRA Training, legal issues, and processes with regard to serving on the Board of Commissioners and respective Board meetings. This training is required every four years.

February 9<sup>th</sup> was decided on for a 3-hour training session to start at 5:00 p.m. The DGM will contact legal counsel to confirm availability.

### **d. 2021 Meeting Schedule**

DGM Deschenes presented the 2021 Business Calendar and material/handout production schedule. Board meetings will continue to be held at 7:00 p.m.

### **e. Highline School District Lease**

DGM Deschenes met with the Capital & Contract Committee last week regarding the upcoming renewal of the lease with Highline School District. The District General Manager suggests that the District pursue the option to extend the lease for a year which will give the Board time to decide on a direction for the Mt. Rainier Pool.

Commissioner Stender stated that he is a member of the Capitals Advisory Committee at Highline. Their present focus is on core processes since the COVID outbreak and subsequent closures. He advises extension until a solid direction is decided upon and discussions can be had with HSD.

With no further discussion, Commissioner Dusenbury moved that the Board authorize our DGM to work with HSD to affect a one year extension of the current lease. Commissioner Kasnick 2<sup>nd</sup> the motion. Passed 5-0.

### **f. Engineer of Record Process**

DGM Deschenes met with the Capital & Contract Committee to review four companies chosen from a list of 30 from MRSC Rosters that meet the qualifications of Engineer of Record for the Mt. Rainier Pool. The companies for discussion are ARC Architects,, BCRR Architects, iNOVA Architects (formerly ORB) and Stemper Architects.

When a selection is made, the District will pay them hourly as needed by terms set by MRSC up to \$175 billable hours. The contract will be controlled by MRSC.

Commissioner Achziger moved to direct the DGM to narrow the selection to two companies and further research each company. Commissioner Kasnick 2<sup>nd</sup>. Passed 5-0.

### **g. Management Analysis**

At the December Regular Meeting, the Board asked DGM Deschenes to produce a spreadsheet of budgeted pay rates for the management staff with job descriptions for each staff member. The DGM noted that most of the job descriptions were produced before the District assumed management of Mt. Rainier Pool.

The salary's presented for 2021 are based on if a 4% increase is granted to management staff. It has been two years since the last increase.

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Commissioner Achziger produced a comparison between 2021 budgeted salary numbers from the Tukwila Pool and Mt. Rainier Pool. The comparison is on file. He noted there is an overall difference totaling \$23K between the salary budget figures between the two organizations. Commissioner Achziger’s concern is that Mt. Rainier Pool is paying more for management staff than Tukwila.

President Young noted some discrepancies in the figures presented by Commissioner Achziger. Specifically, the position of Mt. Rainier Pool Assistant Coordinator which was budgeted for in 2021 at an annual cost of \$47.5K. The hiring of this position has not been approved by the Board. The Tukwila also employees three assistant managers which only two were included in the spreadsheet.

As a result of these corrections, Tukwila’s budget shows that they are budgeting more than the District in 2021 for management staffing.

President Young reminded that Board that the District has not yet experienced a full year of operation without closure and thus cannot evaluate the cost of operations to the full extent.

The Board would like to focus on increasing swim lessons in 2021 if COVID guidelines will allow. The DGM will ask the MRP staff to include usage numbers on current programming for the February 16<sup>th</sup> Regular Board meeting when the Aquatic Manager and Coordinator will present their 2020 4<sup>th</sup> Quarter Report.

**ADJOURNMENT**

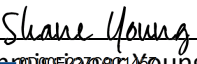
With no further business, the meeting was adjourned at 7:58 pm.

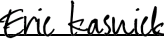
**UPCOMING MEETINGS**


- January 19, 2021, Regular Meeting, 7:00 p.m., Location TBD

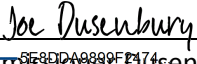
Respectfully submitted by Linda Ray, District Clerk.

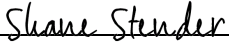
Des Moines Pool Metropolitan Park District Board of Commissioners

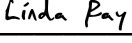
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 Commissioner Young

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 Commissioner Kasnick

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 Commissioner Achziger

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 Commissioner Dusenbury

DocuSigned by:  
  
 Commissioner Stender

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