



July 20, 2021  
7:00 p.m.  
Remote Online

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

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

Commissioner Kasnick was absent and excused.

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

### ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes introduced two items for addition to the agenda:

- 8e, Engineer of Record Update; and
- 8f, acceptance of a grant check from King County Youth and Amateur Sports (KCYAS).

President Young called for adoption of the amended agenda. Commissioner Achziger so moved; Commissioner Dusenbury 2<sup>nd</sup>, Adopted 4-0.

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

DGM Deschenes identified an email that was sent by a pool patron to the District and the Board members who was upset at not having the ability to register her children in swim lessons on the specified registration date. He stated the issue had been resolved.

He also stated that two individuals had applied for the open position of Assistant Specialist and were being interviewed on Wednesday.

**PUBLIC COMMENT** -- None

### CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in June 2021 totaling \$99,766.99. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

### OLD BUSINESS

#### a. Transition /Re-opening Update

District General Manager Deschenes gave an update in presentation form which is on file. He reminded the Board that the Aquatics Manager's 2<sup>nd</sup> Quarterly report would be on the August 17 Regular Meeting agenda.

Continuing the DGM's report, a new staff photo was published on the website. Saturday open swims have been very popular averaging approximately 70 people in the pool. This last Saturday, staff had to turn people away because so many individuals showed up.

**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 committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

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Family and open swims have been added with lap swim reservations for 8-9am openings. Water exercise is also at 8-9am. SMAC has been given additional evening pool space for practice.

The Safety Plan has been updated to reflect new relaxed COVID guidelines.

The maintenance closure will be the week of August 15<sup>th</sup>-21<sup>st</sup>. A facility deep clean has been scheduled as well as maintenance.

The Aquatic manager mentioned that she has been able to order a good amount of chlorine through one of our vendors to see them through the shortage.

She also mentioned that staffing is low in the afternoons which is the reason they are not seeking to promote afternoon programming at the present time. As such, President Young asked for an update at the next meeting in August on staffing so the Board can understand the status.

### **b. Future Meeting Locations**

District General Manager Deschenes reported that he had contacted Highline School District to inquire about available meeting space. They will have something after September 1<sup>st</sup>. The local library, Fire District 66, Midway Sewer, and Highline Water District have nothing available due to Covid 19.

It was decided to continue to meet virtually until such a time as in-person meeting space is available.

### **c. Office Space Decision**

District General Manager Deschenes checked with legal counsel regarding the status of the lease for the District office space. It is month to month. Until a suitable meeting space is found that will allow the public to attend Board meetings should they so desire, the District will maintain the office space.

President Young asked for this discussion to be tabled until a future meeting.

### **d. Phone System Recommendation**

The DGM reported that a phone system upgrade is greatly needed at the pool that will allow for several lines to be in use at the same time. Currently, on registration days, it is difficult for individuals to call in without going to voice mail. Our IT Support provider, CMIT, researched and presented the Elevate Technology phone system that will include benefits such as centralized messaging, mailboxes for all users, the ability to provide announcements on closures, and text tracking of voice messages.

The cost is \$100 per month for the call center (centralized number) and with the additional for seven lines; the total will be \$4,224 a year.

President Young called for a motion to proceed with purchase of the new system. Commissioner Stender moved to approve the upgrade to Elevate. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

## **NEW BUSINESS**

### **a. Email Retention Policy**

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The District General Manager introduced draft Policy #280 – Email and Text Message Retention Policy. This was a 1<sup>st</sup> touch item.

The policy proposes a goal to move all District related email and text correspondence to the server every 90 days and to destroy all non-District correspondence.

The policy will be discussed further at the August 17<sup>th</sup> Regular Meeting.

### **b. SAO Interagency Data Sharing Agreement**

The State legislature is requiring the Washington State Auditor's Office to become more interactive with municipalities and districts. We put together a large report for the SAO a couple of months ago spanning finances between 2018 and through year to date 2021. An Interagency Data Sharing Agreement was provided to us which in turn we shared with our legal counsel. Legal Counsel asked for changes to be made to the agreement with regard to language putting all responsibilities on the District. After changes were made by SAO, it was fully executed.

### **c. New Private Swim Process**

Our current process for private swim lessons is a manual system which allows instructors to use the pool for private lessons only at specific times. We are suggesting that we employ our lifeguards to provide private lessons at their WSI rate plus a per lesson bonus. The proposal would utilize our software with key tags for checking in users, along with a new rate schedule.

Some individuals would be given the ability to apply for scholarships for free or greatly reduced fees for private lessons.

Commissioner Stender moved to approve the District GM to make the updated changes to the private swim lesson program; Commissioner Dusenbury 2<sup>nd</sup>. Passed 4-0.

### **d. HVAC Controls Emergency Repair**

The District General Manager reported that he moved forward with repairs to the software that monitors the HVAC system (JACE System) . The cost was \$5,629.80. The Finance Committee was contacted and approved the repair which was made on July 13<sup>th</sup> and 14<sup>th</sup>. This item was for information only.

### **e. Engineer of Record Update**

The Engineer of Record, Stemper Architects, proposed an NTE for Task Order #1 of \$8,880.00 on April 20<sup>th</sup>. Stemper invoiced an additional \$1,306.25 over the NTE for a list of question items and scope overview for presentation at the July 6 retreat meeting.

Commissioner Dusenbury moved to approve the District GM to sign and pay the \$1,306.25 over the original \$8,880 Task Order #1. Commissioner Achziger 2<sup>nd</sup>. Passed 4-0

The DGM further stated that it would be beneficial for the Board to meet prior to the August 17<sup>th</sup> meeting to review next steps in the scope for Stemper. A date of August 3<sup>rd</sup> was agreed upon for a Special Meeting beginning at 7:30 pm.

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**f. KCYAS Grant**

The District was offered a second grant of \$5,000 from Councilperson Date Upthegrove to be used for Mt. Rainier Pool's Swim Club and Lifeguard Prep courses. Mr. Upthegrove would like to hand over the check at a photo shoot in the near future. President Young was asked by the Board to accept the check at the photo shoot.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 8:00 pm.

**UPCOMING MEETINGS**

- August 3, 2021, Retreat Meeting, 7:30 p.m., Location TBD
- August 17, 2021, Regular Meeting, 7:00 p.m. Location TBD

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Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

DocuSigned by:  
*Shane Young*  
Commissioner Young

Commissioner Kasnick

DocuSigned by:  
*Gene Achziger*  
Commissioner Achziger

DocuSigned by:  
*Joe Dusenbury*  
Commissioner Dusenbury

DocuSigned by:  
*Shane Stender*  
Commissioner Stender

DocuSigned by:  
*Linda Ray*  
Linda Ray, District Clerk

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