



Des Moines Pool Metropolitan Park District

December 20, 2022

7:00 p.m.

Hybrid (MRHS Library and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also present were Commissioners Dusenbury, Stender, and Achziger; District General Manager Deschenes; Aquatics Coordinator, Jared Wold.

Aquatics Coordinator, Jared Wold was dismissed at 7:01pm from being onsite due to no one being present and poor weather conditions.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – District GM (DGM) requested King County Youth Amateur Sports Grant be added as item 9d. A copy of the AIS and attachment are on file at the District Offices. Commissioner Achziger moved to approve the Agenda. Commissioner Dusenbury 2nd. The Motion Passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – The DGM made three announcements: First was that the pool was closed this evening (December 20) at 7:00pm for safety due to inclement weather. Second, was the Washington Cities Insurance Authority invoice came in significantly higher than anticipated and similar districts. The District GM is exploring options. Third, the DGM announced that he updated all of the commissioner's information for the Public Disclosure Commission's jurisdictional survey.

PUBLIC COMMENT - None

CONSENT AGENDA

October financial report, included (pushed from November 15 agenda) and November financial report, not included (pushed to January 17, 2023, agenda). This is due to short turnaround from end-of-month data coming from King County Finance just before packets to be sent out, and turnover in staff.

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in September totaling \$74,372.90. Commissioner Stender 2nd. The motion passed 4-0.

Executive Session Business

7a. Executive Session

Not updates at this time.

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

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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 Lauryne Thurmond, District Clerk, 206.429.3852.

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OLD BUSINESS

8a. Staffing Update

The DGM reported that the district has hired three of the four new positions, including the lead lifeguard. The problem currently is we are still one potential staff member short for early morning hours and that current staff are helping with providing swim lessons including one permanent, part-time lifeguard that is needed due to being bilingual. The District GM stated that he estimates the current fall schedule being extended through the end of February. The only potential change is for additional evening hours for lap swimmers, if enough staff availability In March, the district is looking at reinstating early morning hours on Monday, Wednesday, and Friday mornings. The DGM also informed the board that they were exploring hiring a staff member dedicated to covering the front desk. Commissioner Achziger asked if this would free up a lifeguard position. The DGM affirmed that it would and that those hours would usually be during lessons, which could free up coverage for a swim instructor to offer more lessons. There was no motion as this was an informational presentation.

8b. Amendment to Budget

The District GM presented Resolution 2022-08, Amendment to Fiscal Year 2022 Operating Budget. He stated he suggested transferring the budgeted \$75,000, plus an additional \$30,000 from the miscellaneous maintenance fund for a total transfer of \$105,000 to the capital reserve fund. He suggested withholding an additional \$20,000 as a contingency for a land survey that may or may not be needed for the aquatic feasibility study. He explained this would be discussed more in detail during item 8e Aquatic Feasibility Study. Commissioner Dusenbury stated that you are basically creating a \$20,000 contingency fund for the architect. The DGM affirmed yes, and that he would discuss this more during item 8e Aquatic Feasibility Study. Commissioner Achziger added that there might be funding the district may apply for to cover any additional fees. Commissioner Achziger moved to approve the resolution (2022-08). Commissioner Stender 2nd. The Motion Passed 4-0.

8c. Scholarships

The District GM stated that he took feedback from the November 18 board meeting and simplified the scholarship form by reducing the policy to a two-step process: providing (1) residency and (2) financial need documentation. He also made all scholarships a 90/10 split as requested by the board. Commissioner Campbell, who had the most feedback was not present, and the policy was not time-sensitive due to the current grants covering most swim lesson costs. The District GM suggested to push the item to the January 17 board meeting. The DGM said he was going to send the scholarship paperwork out for comment on Wednesday, December 21, and requested board members have all of their comments and edits in by Tuesday, January 2 at 10:00 a.m. Commissioner Stender asked if the scholarship can be completed online and suggested that the future website include this form and other similar forms.

8d. Refund Process

The District GM stated that he did not receive any comments or edits after the November 18 board meeting. The only change is that he added an online refund process form (Appendix B) that notifies him of when a refund has been requested. He suggested since Commissioner Campbell was not present that the board push this item to the January 17 board meeting. The item will be put out for edits with the scholarship paperwork (8c). Commissioner Dusenbury commented about the contingency for a refund for people moving 45-miles outside the district section for refund

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processes (Section 4.3.a of Policy 320 Admissions and Refunds). After discussion, a preliminary contingency was verbally agreed at 10-miles (but not voted upon). The board will make all additional edits for the January 17 meeting.

8e. Aquatic Feasibility Study Update

The District GM updated the board on the aquatic feasibility study. He stated the consultant along with their consultants performed testing on Monday, November 21. Although, the pool was shut down for eight hours, the consultant reported the testing only took two hours due to the facility being in better than estimated condition. The District GM also reported the project was waiting for a land survey public records request to the school district. The preliminary public records request is supposed to be honored by January 13, 2023. If the land survey is insufficient the pool district will need to perform a land survey to complete the aquatic feasibility study. The study calls for \$8,500 for the land survey, but the DGM recommends withholding \$20,000 as a contingency if the study is more expensive than estimated.

A timeline was provided by the architect that could change depending on future deliverables. The DGM stated that this should be completed sometime this summer, that could lead to actionable information. Commissioner Dusenbury asked what the next steps would be. The DGM stated that it was based on the data. In response, Commissioner Dusenbury stated there would be a decision point, and asked if funds would be available. The DGM responded that he believes King County's aquatic facilities grant is offered annually and there should be future funding opportunities, but he needed to look into it. Commissioner Achziger suggested that we could request for overages to King County due to the economy. The DGM stated that he would look into it too.

8f. District Clerk Job Search

The District GM reported that they have around 74 applicants for the District Clerk position and thinks the remote work opportunity has helped with almost all being from the Seattle area. He stated that previous Clerk Linda Ray is helping the district keep up until a replacement is filled and helping fix some things. The DGM stated that he estimates the hiring process starting in early 2023, and that all applicants will be noticed of the delay. Commissioner Dusenbury asked about the remoteness of the work, and the DGM stated that the person will need to live within the Seattle area. Commissioner Achziger asked about skills of the applicants and the DGM responded that he has only briefly looked at skills.

NEW BUSINESS

9a. 2023 Meeting Dates (and Locations)

The District GM stated that this is a two-step issue. First, the district needs to find a new location for meetings. The high school does not offer adequate access for meetings. A discussion ensued about possible locations in Des Moines with commissioners giving recommendations. Commissioner Dusenbury asked about feasibility of using the lobby of the pool. The DGM responded that we may have swim lesson registration during the time of meetings. Commissioner Achziger responded that the district tried using the lobby, but it was too loud. Second, the DGM suggested moving meetings to the fourth Tuesday of each month (currently held on third Tuesday), except around holiday weeks and other potential conflicts. He stated that this gives the District Clerk position ample time to complete financials from the previous month. No commissioners on hand had conflicts with moving the meeting dates. President Young stated that he would like to get Commissioner Campbell's input before making a decision. The DGM responded that he would reach out to Commissioner Campbell and message the board with her input. The board will have their first meeting of the year at the Mount Rainier High School Library on the Third Tuesday at 7:00 p.m. (January 17, 2023),

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but the DGM will bring options for new meeting locations and resolutions for a new meeting time and location will be passed that night. A preliminary DRAFT calendar was provided in the packet.

9b. Bylaws Update

The District GM presented the current Bylaws for the district, as they are a summarization of the rules the board follows for transparency to the public. The DGM asked the board to review the Bylaws and provide any edits by January 2nd at 10:00 a.m.

9c. Officers and Committees

The District GM informed the board of the process for appointing board officers (president and clerk of the board) and committees. He stated this will be the first motions of the board meeting on January 17 and be memorialized by resolution. No discussion was made as Commissioner Campbell was not present. Commissioner Achziger stated section 9.3.7 will need to be changed to “Shall not disclose confidential information or otherwise use such information for the commissioner’s personal gain or benefit.” The DGM stated this document would also be put out for edits on the same timeline as the scholarship and refund policies.

9d. King County Youth and Amateurs Sports Grant - \$5,000

The District GM notified the board that the district had received an additional \$5,000 of grants from King County Parks that was allocated by Councilmember Upthegrove’s office. King County has given him a deadline of December 31 to complete the paperwork, so he chose to add it to this meeting agenda. He stated that the \$5,000 would be allocated to Spring Swim Lessons for Pre and Level classes, ages 4-14, that would cover about half the cost of lessons. He also gave an update on the current Winter Lessons where 181 of the 190 spots are filled at the time of the meeting but estimates that all spots should be filled by the start of lessons in January. He also stated that he estimates \$12,078.00 of the \$14,999.99. Commissioner Achziger commented that he is working to have the remainder of the balance patrons would pay be covered by additional grants. President Young asked how the waitlists were. The DGM responded that it was much better than before with only one person being added to waitlists on the resident registration day, which is dramatically better than before. President Young also suggested reaching out to the Des Moines Legacy Foundation to discuss the potential grants in more detail and to thank them for their support. Commissioner Stender moved to approve the resolution. Commissioner Dusenbury 2nd. The Motion Passed 4-0.

GOOD OF THE ORDER

President Young asked if any commissioner had anything for the Good of the Order. Commissioner Achziger stated over the last year he believes we have made great headway by towards serving as many kids, and hitting our marks on diversity and equity. President Young stated this is the first year the pool has been open an entire year without any issues. Commissioner Achziger also added that he has a source for a potential artist for the broken stained-glass windows and will work with staff on it.

ADJOURNMENT

With no further business the meeting was adjourned at 7:50pm.

UPCOMING MEETINGS

- January 17, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

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Des Moines Pool Metropolitan Park District Board of Commissioners

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Shane Young

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Commissioner Young

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Holly Campbell

Commissioner Campbell

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Gene Achziger

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Commissioner Achziger

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Joe Dusenbury

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Commissioner Dusenbury

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Shane Stender

Commissioner Stender

Lauryne Thurmond, District Clerk

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