

DES MOINES POOL METROPOLITAN PARK DISTRICT

P.O. Box 98711
Des Moines, WA 98198

Martin P. Martinson, President
Nancy N. Kuehnoel, Clerk of the Board
Gene Achziger, Commissioner
Eric Kasnick, Commissioner
Bernadette Barrett, Commissioner

Regular Meeting Agenda
Tuesday, June 1, 2010 at 7:00 p.m.
at Midway Sewer District 3030 S 240th St Kent, WA 98032

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I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE AGENDA

V. ADOPTION OF MINUTES

- 2-4 a. Meeting Minutes dated May 4th.

VI. VOUCHER APPROVAL

- 5 a. Voucher Summary

VII. CITIZEN COMMENT

VIII. OLD BUSINESS

- a. Communications Plan, Website - Commissioner Achziger
b. Signage for Mount Rainier Pool - Commissioner Achziger
6 c. Scholarship program - Commissioners Kuehnoel & Kasnick
d. Performance Measures - Commissioner Martinson

IX. NEW BUSINESS

X. COMMISSIONER REPORTS

XI. ADJOURNMENT

DES MOINES POOL METROPOLITAN PARK DISTRICT
REGULAR MEEETING
MAY 4, 2010

President Martinson called the meeting to order at 7:00 p.m. at Midway Sewer District, 3030 S 240th St Kent, WA, followed by the Pledge of Allegiance.

ROLL CALL

Present: President Marty Martinson, Clerk of the Board Nancy Kuehnoel; Commissioners: Gene Achziger, Bernadette Barrett and Erik Kasnick.

AGENDA APPROVAL

Commissioner Kuehnoel added New Business items (a) State Auditor, (b) 2010-2011 Budget Process, and (c) Administrative Hearing with Commissioner Achziger.

President Martinson added Old Business item (f) Insurance Follow-up.

Motion by Commissioner Achziger to approve the agenda as revised, second by Commissioner Kuehnoel. The motion carried 5 – 0.

ADOPTION OF MINUTES

Motion by Commissioner Kuehnoel to adopt Meeting Minutes dated April 6th, second by Commissioner Kasnick. The motion carried 5 – 0.

Motion by Commissioner Achziger to adopt Meeting Minutes dated April 15th, second by Commissioner Kuehnoel. The motion carried 5 – 0.

VOUCHER APPROVAL

Motion by President Martinson to approve vouchers 2010-05 through 2010-06 in the amount of \$1,273.75, second by Commissioner Kasnick. The motion carried 5 – 0.

OLD BUSINESS

Legacy Sports Casino Night Fundraiser

The District is one of three sponsors for the event being held the evening of Saturday May 15th, auction items need to be turned in by May 7th in order to be placed in the auction catalog. Flyers were distributed to pool patrons asking them to purchase tickets and donate auction items. Famous Dave's was hired to prepare the buffet BBQ dinner. Volunteer duties of the Pool District Commissioners entails setup Friday night and take down after the event on Saturday.

Scholarship Program

Commissioner Kuehnoel needs to meet with Sue Padden to work on the process of partnership with the Legacy Foundation, identifying eligible Des Moines and Normandy Park children, timelines of applications and donations being accepted at the Pool.

Signage for Mount Rainier Pool

Commissioner Achziger brought sign examples from one vendor who has reduced 40 existing signs at the pool to 20, all made from heavy plastic. The vendor recommends replacing the

wooden entrance sign with an aluminum sign to save costs. The total bid is \$3,340 plus \$760 for installation. Additional discussion included getting one or two more bids.

Communications Plan, Website

Commissioner Achziger has developed a simple animation for the home page banner. The final draft will need to approval by the Commissioners, Counsel and review by the Normandy Park webmaster prior to launching on the web.

Communications Plan, Business Cards

The order for 250 cards for each Commissioner at a cost of \$125 turned into 500 cards each at no additional cost. There were another 500 cards printed for each Commissioner that are available for purchase.

WCIA Insurance Update

Commissioners will have web access to WCIA policies site sometime next week. The updated Hargis Engineering report requested from WCIA for consideration of life safety measures has not been received.

NEW BUSINESS

WA State Audit Requirements

Commissioner Kuehnoel spoke with Evans Anglin from the WA State Auditor's Office (SAO) located in King County who advised that the District will be subject to an accountability audit which he will recommend having conducted on a 3-year cycle based on the District's annual budget. The audit will take 40 to 50 hours at a cost of \$80.00 per hour. The SAO provided contact information to a Local Government Support Group who may have budget and report templates the Pool District can use to for SAO compliance and specific needs of the Commissioners. The definition of an accountability audit is to review the stewardship over public assets and laws. President Martinson would like to see what Normandy Park Metropolitan Park District and other Pool districts have in place for processes.

2010-2011 Budget Process

President Martinson and Commissioner Kuehnoel are working on a format to report anticipated and year to date expenses to the Board.

Commissioners discussed other nonfinancial performance measures to consider tracking to gauge health of the pool: quality (proper use of pool chemicals) safety (reportable accidents), delivery performance (utilization of pool) and comparing to the Business Plan road map.

Commissioners discussed having the Pool Manager provide a monthly report. Drains have been installed and are pending approval the Health Department which conducted an inspection today.

The meeting adjourned 8:30 p.m.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Clerk

BLANKET VOUCHER APPROVAL DOCUMENT

Des Moines Pool Metropolitan Park District

Governmental Unit Name

17-095-0010

Fund #

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Signature:

Administrative Assistant

Date

Board of Directors Approval:

We, the undersigned Board of Directors of the above-named governmental unit of King County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

[1]

President, Board of Commissioners

[2]

Clerk, Board of Commissioners

	NAME OF PAYEE / CLAIMANT	DMPMPD #	\$ NET AMOUNT	
1	City of Normandy Park	2010-07	526.06	April Hours
2	Midway Sewer District	2010-08	113.75	May Meeting
3	Aquatic Management Group, Inc	2010-09	16,400.00	May & Jun
4	Gene Achziger	2010-10	879.56	Dec to May (10)
5	Erik Kasnick	2010-11	842.53	Dec to May (9)
6	Bernadette Barrett	2010-12	857.98	Dec to May (10)
7	Marty Martinson	2010-13	748.08	Dec to May (8)
8	Nancy Kuehnoel	2010-14	950.01	Dec to May (10)
9				
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17				
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19				
20				
		PAGE TOTAL	\$21,317.97	
	Warrant Request Date:	GRAND TOTAL	\$21,317.97	Page
	6/9/2010			1 of 1

Des Moines Pool Metropolitan Park District
Report on Swimming Lesson Scholarship program

I attended the May 20, 2010 meeting of the Des Moines Legacy Foundation to request the use of their qualified charitable tax deduction status by donors to the Mt. Rainier swimming lesson scholarship program. In addition to myself, Commissioner Gene Achziger was present as a member of the Board of the Des Moines Legacy Foundation.

A motion was made and passed to allow Mt. Rainier Pool and the Des Moines Pool Metropolitan Park District to offer Legacy Foundation qualified charitable tax status to donors to the swimming lesson scholarship program. Some concern was expressed over allowing a non-DMLF member to sign thank you notes/receipts. That issue was resolved by the DMLF giving Gene Achziger, as a bona fide DMLF Board Member, authority to sign the thank you notes/receipts prepared by Mt. Rainier staff. I asked Sue Padden, DMLF Secretary, to confirm the above action.

The process, while yet to be finalized, could be as follows:

- Post a small (8 ½ x 11) sign on or near the cashier cage's counter stating the need for funds to pay for swimming lesson scholarships for low-income children of Des Moines. Available as part of the display would be envelopes pre-addressed to the DMLF and identified by "swimming lesson scholarships" written on the envelope.
- The donor would take an envelope, insert a check or cash, seal and give to the cashier.
- If the donor wants a receipt for tax purposes, they can make a request at the time of the donation.
- The cashier would write a thank you note, insert slip of paper re: tax deduction, hold for Gene Achziger's signature and mail to the donor.
- If DMLF wishes, Mt Rainier Pool will maintain a list of donors.
- Mt Rainier staff puts individual donations (in their envelopes) into a large envelope. Gene delivers large envelope to DMLF at least once a month

I've notified Highline SD and Federal Way SD that they can immediately submit contact information to Ken Spencer for referrals of eligible children.

Nancy Kuehnoel, Commissioner & Clerk of the Board

5/28/2010