

DES MOINES POOL METROPOLITAN PARK DISTRICT  
REGULAR MEEETING  
September 21, 2010

President Martinson called the continued meeting of September 7<sup>th</sup> to order at 4:01 p.m. at Midway Sewer District, 3030 S 2240<sup>th</sup> St Kent, WA, followed by the Pledge of Allegiance.

ROLL CALL

Present: President Marty Martinson, Clerk of the Board Nancy Kuehnoel; Commissioners: Gene Achziger, Eric Kasnick and Bernadette Barrett; and Normandy Park City Clerk Debbie Burke.

AGENDA APPROVAL

Commissioner Martinson added New Business (d) Meeting Schedule.

Commissioner Kuehnoel added New Business (e) AV Capture All Services.

**Motion** by Commissioner Kuehnoel to approve the agenda as amended, second by Commissioner Kasnick. The motion carried 5 – 0.

ADOPTION OF MINUTES

**Motion** by Commissioner Martinson to adopt the August 3<sup>rd</sup> meeting minutes, second Commissioner Kuehnoel. The motion carried 5 – 0.

VOUCHER APPROVAL

Motion by Commissioner Barrett to approve vouchers 2010-33 through 2010-42 in the amount of \$10,446.23, second by Commissioner Kasnick. The motion carried 5 – 0.

Signage for Mt. Rainier Pool

Commissioner Achziger has been unable to get an estimate from King County Sign Shop. Commissioners discussed prevailing wage for installation exterior signs, bid already received from a Ballard sign company, KCDA fabricators list can make sign but cannot do installation and MRSC Small Works Roster process for installation. Commissioners concurred to consider adding signage to the Maintenance Projects Funding and Approval.

Performance Measures

Commissioners Barrett and Kuehnoel advised that some performance items are tied into budget and they recommend start with 4 or 5 measures, evaluate and then add/remove items.

Commissioner Kasnick will bring Pool Attendance stats to the next meeting.

A print out of Aquatics Management Group (AMG) year to date Income/Expense Report and Profit & Loss Statement were distributed out at the meeting. Commissioners discussed detail of income and expenses. Commissioner Kasnick has recently adjusted the boiler, which has improved utility costs as well as risk of hot temperature of water in showers.

Annual/Biennial Budget

A print out of DMPMPD 2010 year to date actual with estimates through December of expenses and a 2011 Budget Plan of income and expenses was distributed at the meeting. Commissioner Kuehnoel reviewed line item expenses for 2010 and 2011 projections for income and expense. The loan from King County is expected to be paid off at the end of 2011. AMG has provided a

DES MOINES POOL METROPOLITAN PARK DISTRICT  
REGULAR MEEETING  
September 21, 2010

list of projects without cost estimates. The current numbers from the Assessor's office are down \$30k from what was originally anticipated due to the lower property values. Commissioner Kuehnoel will be getting with Normandy Park Finance Director to identify BARS account numbers, annual reporting requirements, timeline to adopt Property Tax and a possible contribution from Normandy Park to the Pool District.

Maintenance Projects Funding and Approval

A printout of proposed 2010 Capital Budget was distributed at the meeting. Commissioner Martinson explained the differences between Real Property, Personal Property, other expenses, Capital Projects and explained how internal cost estimates were derived. Commissioners discussed AMG contract for monthly maintenance and that once funds are earmarked to Capital Projects they cannot be moved back to be spent from the General Fund.

**Motion** by Commissioner Martinson to approve \$25k for capital maintenance and construction projects in 2010, second by Commissioner Barrett. The motion carried 5 – 0.

Commissioners discussed safety of existing bulbs, establishing a cycle to replace bulbs at end of life span, inconsistent life of bulbs, signs of replacing transformers and estimate including labor.

**Motion** by Commissioner Martinson to approve \$5,100 for capital expense toward the light bulb replacement project, second by Commissioner Achziger. The motion carried 5 – 0.

Commissioner Martinson displayed a Process Flow Diagram for Small Works Roster projects to be a part of the Administrative Process which are required to be put in place by the State Auditor.

Volunteers

A printout reviewing RCW 51.12.035 Medical Coverage of Volunteers was distributed at the meeting. Commissioners discussed how complicated the process can be for the State and WCIA.

**Motion** by Commissioner Achziger to have Attorney Snure draft a hold harmless and indemnification agreement for volunteers to the Pool District, second by Commissioner Kuehnoel. The motion carried 5 – 0.

Pumpkin Plunge Fundraiser

The pool is considering holding a fundraiser event on Friday, October 29<sup>th</sup> consisting in part of floating pumpkins. Commissioners discussed a shortage of pumpkins in the area, admission fee, percent of proceeds to the scholarship fund, synchronized swim performance and lower costs of pumpkins closer to Halloween Day. Commissioner Achziger will obtain firm event costs.

Meeting Schedule

Commissioners discussed some new conflicts with regular scheduled meeting date and time. Commissioners decided to maintain the existing schedule, to monitor use of the Des Moines Library meeting room and revisit changing at a later date.

DES MOINES POOL METROPOLITAN PARK DISTRICT

REGULAR MEEETING

September 21, 2010

AV Capture All Services

A flyer describing services was distributed at the meeting. Commissioners discussed simplicity of digital recording, syncing agenda and minutes to the audio, continuity of recording type, \$99/mo fee, archives and costs to reproduce a recording. City Clerk Burke will provide a link to the Normandy Park site for Commissioners to see how the software works.

Commissioner Reports

Commissioner Achziger invited all Commissioners to participate in the 3<sup>rd</sup> Annual Chili Cook Off event at the Des Moines Farmers Market on October 31<sup>st</sup> from Noon to 2:00 p.m.

Commissioner Achziger is working with Dave Upthegrove's Legislative Aid and Attorney Brian Snure regarding specific intent and interpretation to change suggested legislation regarding certain exemptions for Metropolitan Parks Districts to be covered the same as a Parks District.

Commissioner Achziger has been approached to receive a donation of materials from Tacoma Newspaper Guild who is consolidating offices with their parent company. Commissioner Martinson referenced Assets in the BARS Manual. Deadline is end of November. Commissioners suggested assigning numbered Asset tags.

The meeting adjourned at 6:15 p.m.

---

Commissioner

---

Commissioner

---

Commissioner

---

Commissioner

---

Commissioner

---

Clerk