

DES MOINES POOL METROPOLITAN PARK DISTRICT  
REGULAR MEEETING  
December 7, 2010

President Martinson called the meeting to order at 7:06 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 and Eric Kasnick. Absent: Commissioner Bernadette Barrett.

**Motion** by Commissioner Achziger to excuse Commissioner Barrett, second by Commissioner Kasnick. The motion carried 4 – 0.

AGENDA APPROVAL

**Motion** by Commissioner Achziger to approve the agenda as amended, second by Commissioner Kuehnoel. The motion carried 4 – 0.

ADOPTION OF MINUTES

**Motion** by President Martinson to adopt the November 9<sup>th</sup> meeting minutes, second Commissioner Kasnick. The motion carried 4 – 0.

**UNFINISHED BUSINESS**

Background Check Instructions

President Martinson explained the application and process for obtaining background checks for Volunteers, contractors and staff.

**NEW BUSINESS**

Charitable Use Policy

Attorney Brian Snure drafted a policy in order for reimbursement of de minimis expenses incurred by Commissioners for the Chili Cook Off or community events.

**Motion** by Commissioner Achziger directing Counsel to prepare a resolution establishing a policy on District use of resources for community and charitable events, second by Commissioner Kasnick. The motion carried 4 – 0.

Interlocal Agreement with City of Des Moines for project management services

President Martinson distributed a discussion sheet regarding establishing an agreement with the City of Des Moines to take over project management currently being done voluntarily by Commissioners. Commissioners discussed effective date and term of agreement.

**Motion** by President Martinson to establish an Interlocal Agreement with the City of Des Moines for project management services, second by Commissioner Kasnick. The motion carried 4 – 0.

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Contract Approval Authority

President Martinson distributed a discussion sheet for the President and Clerk to review and approve contracts up to \$10k. Commissioners discussed the \$300k cap on projects awarded off the MRSC Roster list, bid process timelines, project budget preapproval and email status reports.

**Motion** by President Martinson to authorize the President and Clerk to review and approve contracts up to \$10k, second by Commissioner Achziger. The motion carried 4 – 0.

**Motion** by Commissioner Achziger to directing Counsel to prepare a Resolution to delegate authority to the President and Clerk to review and approve contracts up to \$10k, second by Commissioner Kasnick. The motion carried 4 – 0.

WCIA annual meeting and 2011 training requirements

Commissioner Kuehnoel attended the annual meeting in October in Tukwila. There are two other meetings conducted during the year at other locations. Member organizations are required to attend some of these meetings in addition to Compact Trainings based on the size of the organization. These trainings are also open to the AMG staff. A link to the 2011 training calendar website will be distributed in email.

2011 Planning Calendar Document

Commissioner Kuehnoel drafted an agenda calendar of Pool District Business for 2011. The Word version of the document will be sent to Commissioners to submit additions.

Website

Commissioners discussed the present and future option for updating documents to the website and adding other items to the website.

VOUCHER APPROVAL

Commissioner Kuehnoel distributed an updated Voucher Summary at the meeting which included invoice amounts from Midway Sewer, Snure Law Office and AMG, Inc.

**Motion** by President Martinson to amend the amount of voucher 2010-66 to \$350.05, second by Commissioner Kuehnoel. The motion carried 4 – 0.

**Motion** by President Martinson to approve vouchers 2010-65 through 2010-74 in the amount of \$10,508.11, second by Commissioner Kasnick. The motion carried 4 – 0.

Commissioner Reports

Commissioner Kuehnoel spoke to Highline School District Head Start Instructor who teaches 4 and 5 year olds at Mt. Rainier School. 90% of these students are from low income households. Names of children will be sent to AMG that ECAP identifies as eligible for scholarships, cost of lessons will ultimately be paid by the Legacy Foundation. Commissioners discussed advertising the scholarships, fundraising to build the scholarship fund, looking to other foundations to supplement the scholarships and demographic for scholarships.

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Commissioners discussed having an annual Study Session Retreat. The first one next year to discuss marketing of the Mt. Rainier Pool.

Commissioners discussed schedule of upcoming maintenance work, payments, warranties and post maintenance practices.

**Motion** by Commissioner Achziger to adjourn the meeting at 9:10 p.m., second by Commissioner Martinson. The motion carried 4 – 0.

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Commissioner

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Clerk

The Meeting Minutes were approved on January 4, 2011.