

Special Meeting of DMPMPD - Minutes

May 12, 2012, 10:05 AM to 1:45 PM at Burien Library 2<sup>nd</sup> Floor Conference Room

President Martinson called meeting to order at 10:05 AM. All commissioners were present.

Executive Director Candidate Search:

Nancy Kuehnoel gave a short review of each candidate from information gained in short telephone interviews with each candidate. Commissioners discussed qualifications, impressions and next steps in the selection process. Commissioners Martinson and Kuehnoel will interview all or some of the candidates, identify the top candidate and have that individual attend the June 5 Regular Meeting. This is a temporary position of approximately 400 hours of work to be performed between June and September 2012. The exact schedule will be worked out once the successful candidate has been confirmed.

Commissioner Achziger informed the Board that the Tukwila Pool Metro Park District may contact DMPMPD toward the end of the year to re-open discussion of sharing an executive director position.

As part of the discussion of the Executive Director position, Commissioner Martinson led the Board in the activity of identifying what activities the Board wants the Executive Director to do and to prioritize those activities. The following plan was developed (but not recognized as complete):

Phase I	Activity	Description	Priority
	Finance	A/P process	1
		Payroll process	2
		Financial Reports	3
Phase 1	Contract Management	Set up an administrative process/method to insure all elements of current contracts are being fulfilled.	4
Phase I	Policies	Set up framework for needed DMPMPD governance policies. Research & recommend policies by priority for DMPMPD	5
Phase I	Records Management & Retention	Research, evaluate and make recommendation to the Board of a system. Implement system.	6
Phase II	Business Plan	Conduct review of the Business Plan with the Board	1
Phase II	Virtual Office	Research, evaluate, develop options and make presentation to the Board to set up a virtual office including the current website	2
Phase II	Contracts	Define process	3
Phase III	Comprehensive Plan	Lead the Board in understanding what a Comprehensive Plan is, why we need one and how to develop one.	1

Phase I = June – August 2012

Phase II = September – December 2012

Phase III = 2013

Bulletin Board:

Commissioner Achziger took a group picture of the commissioners for the DMPMPD bulletin board at Mt Rainier Pool. Commissioner Achziger will select a picture and have it included with the bulletin board back sheet. Commissioner Kuehnoel will research purchasing a piece of Plexiglas for a cover on the bulletin board to prevent curling of postings due to facility humidity.

Business Plan:

Commissioners reviewed the 2012 Business Plan and made a few changes.

Chili Cook-off & Farmer's Market:

The annual Farmer's Market Chili Cook-off will be held October 29 this year. How to improve over last year was briefly discussed. Commissioners Kuehnoel and Kasnick will work on the recipe.

Commissioners Achziger and Barrett will work with Ken Spencer regarding participation at the Farmer's Market Fitness Day on August 11.

Energy Performance Audit:

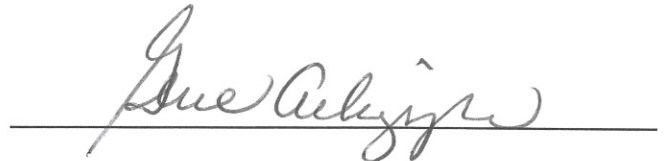
Commissioners Martinson and Achziger reported on meeting with Ken Spencer, Aquatics Management Group (AMG), Scott Romano, City of Des Moines and DMPMPD's contract manager, a representative from McKinstry and the State of WA, Dept of Energy to review the Energy Performance Audit performed by McKinstry. Summary table is attached. Some of the improvements listed are eligible for public and/or private money depending upon the improvement and degree of energy savings achieved. Specifically, the WA State Dept of Commerce has a program that will match up to 25% of cost. There is a July 2, 2012 deadline to apply. Any additional funds for qualifying projects would supplement tax revenue and allow for projects to be completed sooner.

The meeting was adjourned at 1:45 PM.

Minutes submitted by Nancy Kuehnoel



Commissioner



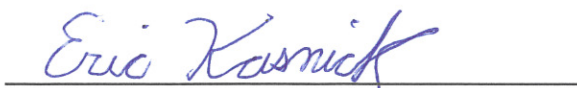
Commissioner



Commissioner



Commissioner



Commissioner



District Clerk