

**DES MOINES POOL METROPOLITAN PARK DISTRICT
P.O. Box 98711
Des Moines WA 98198**

SPECIAL MEETING MINUTES

**Saturday, September 15, 2012
10:00 a.m. – 2:00 p.m.**

Burien Library 2nd Floor Conference Room, 400 SW 152nd Street, Burien WA 98166

CALL TO ORDER/ ROLL CALL

Martin P. Martinson, President, called the meeting to order at 10:15 a.m. with Nancy N. Kuehnoel, Clerk of the Board; Commissioners Gene Achziger, Eric Kasnick (responsible for providing Starbucks coffee), and Bernadette Barrett; Randy Suko, District Director; Sandy Paul, District Clerk present.

APPROVAL OF THE AGENDA

ACTION/DIRECTION

Commissioner Achziger moved to approve the agenda; Commissioner Kuehnoel, second. The motion passed, 5-0.

SPECIAL MEETING BUSINESS

AMG Contract

The Aquatic Management Group Contract was discussed in the context of energy savings due to the energy audit and improvements. Prior to the signing of a new contract with Highline School District, much of AMG's business in managing the pool was of less concern to the District. With a new HSD contract which caused some loss of revenue for AMG, discussion of the prospective costs of a new contract is appropriate.

The establishment of a fee schedule on an annual basis by the Pool District would be a good first step forward, followed by an annual review of that schedule. In the meantime, Financial Consultant Toni Nelson would be contacted and a letter would be written to schedule a meeting with AMG principals to discuss the new issues. Both attorneys would be invited to attend.

Virtual Servers

Commissioner Kuehnoel reported on a Microsoft product called '365', which hosts an email system, a website, and a contact/vendor list. It serves as a virtual server. The William Shore Pool in Port Angeles has this type of system. Increased access is also provided for the public to public information.

Plan for Chili Cook-off

The chili cook-off was discussed. Commissioner Kasnick shared the recipe for white chile that he is experimenting with. The purchase of a burner sturdy enough to hold a 5-gallon pot was discussed.

Readdress a New Pool Facility

Director Suko discussed the process for moving forward to build a new pool facility. He visited with Federal Way to learn what steps they went through, including a community survey, contacting groups that would be using the pool, and conducting design charrettes. What they learned is that stakeholders wanted meeting rooms, a rock climbing wall, and a basketball court, although rock climbing and basketball are not currently well used.

Now is the time to devote time to a development plan and set aside 'seed' money each year. It was thought that the City of Des Moines would be a willing partner and may even dedicate City property for use to build a pool.

The life of the current pool is unknown. Director Suko encouraged the Board of Commissioners to hire an engineering firm to evaluate the pool and estimate how long it can be reasonably expected to serve the community.

Policies and Procedures

The first policy is the previously approved business plan. Each newly completed policy/procedure was outlined by Director Suko. The Administrative Plan was coming together well. The Board was anticipating the completion of the Policies and Procedures.

Voucher Summary Discussion

The September voucher had been redone to include a very late invoice delivery, at which time several of the other invoices were accidentally eliminated from the voucher request. A second voucher request for the month of September was completed to include those missing vouchers once it was discovered what had occurred. A second voucher request has been submitted to King County Finance and the checks to complete paying the District's bills will arrive later this month.

Process for Tagging Pool District Assets

Inventory tags are used by businesses everywhere on assets of all sizes. When researched to find out how much tags which would identify small and attractive assets as belonging to the Des Moines Pool District and giving an inventory number, it was discovered that the cost was prohibitive in relation to the number of assets actually owned by the Pool District.

Commissioner Martinson then purchased a heavy duty Brother Label Maker on sale at Costco for \$60.00 to use to place 'inventory tags' on the District's small and attractive assets.

Repair of Toilets, Job No. 201209

Three of the pool's commodes, one each in the men's and women's locker rooms and one in the public restroom, broke. The City's contractor, Design Air, was contacted for repairs/replacement as needed. Commissioner Martinson moved to approve \$3,500.00 for the repairs and replacement; Commissioner Kasnick, second. The motion passed 5-0.

NEXT MEETING

Tuesday, October 2, 2012 - Regular Meeting

ADJOURNMENT

There being no further business to come before the Board, Commissioner Achziger moved to adjourn the meeting; Commissioner Kasnick, second. The meeting was adjourned at 3:10 p.m.


Commissioner


Commissioner

Commissioner

Clerk


Commissioner

Commissioner

Commissioner