

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

**Meeting Location: Midway Sewer District, 3030 South 240<sup>th</sup> Street, Kent WA 98032**

**Tuesday, March 5, 2013**

**MINUTES**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** – The meeting was called to order at Midway Sewer District, 3030 South 240<sup>th</sup> Street, Kent WA 98032 at 7:02 p.m.; the flag salute was led by Commissioner Kasnick.

**ROLL CALL** – Present were Gene Achziger President; Nancy N. Kuehnoel, Clerk of the Board; Commissioners Bernadette Barrett and Eric Kasnick; Randy Suko, District Director; Sandy Paul, District Clerk.

Commissioner Martin P. Martinson was absent. Commissioner Kuehnoel moved to excuse Commissioner Martinson; Commissioner Barrett, second. The motion passed 4-0.

**ADOPTION OF AGENDA**

The agenda was amended, adding "Declaration of Emergency at Mt. Rainier Pool", "WFOA Training" and "WRPA Training." Commissioner Kuehnoel moved to adopt the amended agenda; Commissioner Barrett, second. The motion passed 4-0.

**ADOPTION OF MINUTES**

Commissioner Kuehnoel moved approval of the Meeting Minutes of the February 5, 2013 Regular Meeting as amended, and the February 8, 2013 Special Meeting as amended; Commissioner Kasnick, second. The motions were approved 4-0.

**CITIZEN COMMENT**

Ken Spencer, Pool Manager, was absent. President Achziger read his emailed reports of March 5, 2013.

Project Engineer Romano reported the McKinstry energy project was more than half complete. He also reported other routine projects that had been completed since February.

**CORRESPONDENCE**

The WCIA Worker Hours Report, required by the insurance carrier each year and completed by the District Clerk, and the WCIA Loss Prevention Report were in the packet for the information of the Commissioners.

**NEW BUSINESS**

**Vision MS Contracts**

Commissioner Kuehnoel moved to approve the Visions Direct Access Contract for quarterly and year-end reports and IRS Form 1099 preparation Services; Commissioner Kasnick, second. The motion passed 4-0.

Commissioner Kuehnoel moved to approve the Visions MS Contract for Professional Services; Commissioner Kasnick, second. The motion passed 4-0.

**Director District/Clerk Job Descriptions**

Commissioner Kasnick moved approval of the District Clerk job description; Commissioner Kuehnoel, second. The motion passed 4-0.

Commissioner Kasnick moved approval of the District Director job description; Commissioner Kuehnoel, second. The motion passed 4-0.

**Approve Funding and Replacement of the Athletic Lockers in the Men's, Women's and Staff Locker Rooms (budgetary estimate sheet attached)**

Commissioner Kuehnoel moved to approve the funding and replacement of lockers in the men's, women's and staff locker rooms; Commissioner Barrett, second. The motion passed 4-0.

**Approve the Surplus Disposition of 68 Sections of Old Lockers**

Commissioner Kuehnoel moved to surplus the old, removed lockers by recycling them at a metal recycling business; Commissioner Kasnick, second. The motion passed 4-0.

**Declaration of Emergency at Mt. Rainier Pool**

In accordance with RCW 39.04.280 Competitive Bidding Requirements – Exemptions - Emergency

The electric motor on the pump failed and needed immediate replacement. An emergency was declared on Wednesday, February 27, 2013, to replace a circulation pump at Mt. Rainier Pool. The pump is used to circulate hot water from the boiler through the swimming pool's heat exchanger. This is an essential function for maintaining the water temperature in the pool. Without replacement, the pool water would cool and the pool operation would need to be closed. Mac-Donald Miller was contacted to make the necessary replacement within the day. The total budget to replace the pump was \$1,700 on Job #201302 (2013 Mechanical Repairs, Mac-Miller).

Commissioner Barrett moved to approve the emergency action taken by Commissioner Martinson; Commissioner Kuehnoel, second. The motion passed 4-0.

**Office Space**

District Director Suko prepared an outline detailing available office space and a recommendation of the space that would work the best for District Office use at 2201 Marine View Drive. Commissioner moved approval of leasing the Marine View Drive space pending WCIA approval; Commissioner Barrett, second. The motion passed 4-0.

The offer to pay for an entire year at once would be made in an effort to receive a small discount on the cost of the lease.

**New Facilities Work Plan**

Commissioner Kuehnoel moved to postpone this discussion to the April 27 off-site study/work session; Commissioner Kasnick, second. The motion passed 4-0.

**Discussion of Ad Space in the New City Currents**

Philips Publishing continues to require additional cost to advertise in the new Currents. The District has paid \$2400 per year per whole page, with AMG paying the other half per whole page per year for a total of \$4800. Philips is asking \$1600 each per issue page. Commissioners stand together in accepting half a page for \$800 for each of the Pool District and AMG, with a free schedule page. Commissioner Kuehnoel so moved; Commissioner Barrett, second. The motion passed 4-0.

**WRPA Training**

Commissioner Kuehnoel moved to approve Director Suko's attendance at the WA Recreation and Parks Association training on Pool and Water Park Management; Commissioner Kasnick, second. The motion passed 4-0.

**WFOA Training in Olympia for Exec Director and District Clerk - \$125 Registration Each**  
Commissioner Kasnick moved to approved attendance at the WA Finance Officer Association training for Cash Basis Accounting and Reporting for Special Purpose Districts for the District Director and District Clerk; Commissioner Barrett, second. The motion passed 4-0

#### **VOUCHER APPROVAL**

##### **Voucher Summary \$74,211.48**

Commissioner Kuehnoel moved to approve the voucher summary for \$74,211.48;  
Commissioner Kasnick, second. The motion passed 4-0

#### **INFORMATION ITEMS/COMMISSIONER REPORTS**

Commissioner Kuehnoel suggested that Executive Director Randy Suko join Destination Des Moines. District Clerk Paul will fill out the application, send it in, and add a note that payment will follow mid-April.

Commissioner Kuehnoel moved to change the alternate delegate to WCIA from Commissioner Martinson to Director Suko; Commissioner Barrett, second. The motion passed 4-0

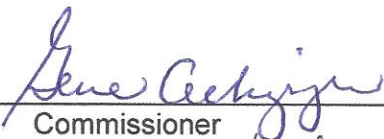
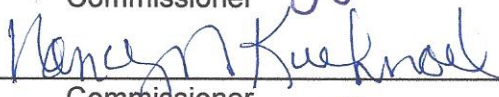
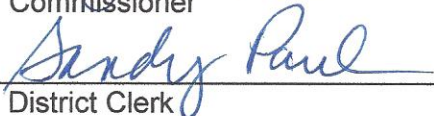
President Achziger reported the Tukwila pool would reopen on Monday March 9 with a soft opening. Upgrades and improvements to the former Forward Thrust King County Pool were budgeted at \$1 million. The official Grand Opening is April 20, with April Pool's Day festivities.

#### **NEXT MEETING**

Tuesday, April 2, 2013 - Regular Meeting  
Saturday April 27, 2013 – Board Retreat

#### **ADJOURNMENT**

There being no further business to come before the Commission, President Achziger moved to adjourn; Commissioner Barrett, second. The motion passed 5-0. The meeting was adjourned at 9:20 p.m.

  
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