

DES MOINES POOL METROPOLITAN PARK DISTRICT

**P.O. Box 98711
Des Moines WA 98198**

Tuesday, May 7, 2013

MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Achziger called the meeting to order at 7:00 p.m. at the District Office, 22015 Marine View Drive, Des Moines. There was no flag salute due to the absence of an appropriate flag.

ROLL CALL – Present were Gene Achziger, President; Nancy N. Kuehnoel, Clerk of the Board; Commissioners Eric Kasnick (who arrived at 7:25 p.m.) and Martin Martinson. Also present were Randy Suko, Executive Director; Sandy Paul, District Clerk; Scott Romano, Project Manager; Ken Spencer, Pool Manager.

Commissioner Martinson move to excuse Commissioner Barrett, who was absent due to her work schedule; Commissioner Kuehnoel, second. The motion passed, 3-0.

ADOPTION OF AGENDA

Commissioner Kuehnoel moved adoption of the meeting agenda, as amended; Commissioner Martinson, second. The motion passed, 3-0.

ADOPTION OF MINUTES

Commissioner Kuehnoel moved adoption of the meeting minutes of April 2, 2013, as amended; Commissioner Martinson, second. The motion passed, 3-0.

Commissioner Kuehnoel moved adoption of the meeting minutes of April 27, 2013, as amended; Commissioner Martinson, second. The motion passed, 3-0.

STAFF REPORTS

Ken Spencer provided the Board of Commissioners with his monthly activity and financial report. He expressed his concern over increased utility bills on the heels of months of heating and lighting upgrades that should reduce those costs. He requested permission to purchase some floating training mats to replace those that are worn and damaged. Pressurized lumber was purchased to build a box to hold the medicine balls.

Commissioner Kuehnoel moved to authorize a maximum of \$1500 for the replacement of training mats; Commissioner Kasnick, second. The motion passed, 4-0.

Before Pool Manager Spencer's departure, Commissioner Martinson shared updates on the ongoing Project Budget Log. The McKinstry work is 98% complete. Commissioner Martinson will begin to prepare the grant reimbursement from the Department of Commerce. The Tot Table has not been shipped back to the vendor. The parking lot will be restriped. Striping is an ongoing task due to the absence of lead in the current paint, which doesn't last very long. New issues include crumbling walls/floor in the filter room.

VOUCHER APPROVAL

Commissioner Kuehnoel moved adoption of the May Voucher request, as amended, for \$38,456.38; Commissioner Martinson, second. The motion passed, 4-0.

OLD BUSINESS

The revised April Voucher was approved for \$181,237.18, more than the \$179,579.68 amount that was submitted to King County on April 3, 2013. This item was for information only.

Additional \$500 for Furniture Expense

Commissioner Kuehnoel moved to increase the office furniture budget to \$3000, an additional \$500 over the approved amount at the April 2, 2013 meeting; Commissioner Martinson, second. The motion passed, 4-0.

NEW BUSINESS**Credit Card Recommendation; Travel and Credit Card Policies**

Commissioner Martinson moved to accept the memo to establish credit card policies and to set the purchase limit at \$300 for supplies and maintenance; \$1500 for capital expenses; Commissioner Kuehnoel, second. The motion passed 4-0.

Discussion of the travel and credit card policies, which will be reviewed for additional edits prior to the next meeting, was postponed to the June 4, 2013 meeting.

Administrative Plan

Commissioner Kuehnoel moved to postpone the vote on the Administrative Plan to the June 4, 2013 meeting, with the caveat that approval take place in sections over several months after commissioners have thoroughly read each section; Commissioner Kasnick, second. The motion passed, 4-0.

The first section to be reviewed and approved will be the governance section.

Plans for Farmer's Market Opening Day/Health and Fitness Day/Chili Cook Off

Even as the opening of the Farmer's Market nears, the discussion was delayed to a special meeting mid-month, date to be determined.

Managed Services Maintenance Agreement with Chad Sotomayor

Attorney Snure and Clerk of the Board Kuehnoel had both reviewed the contract with Chad Sotomayor and its two addendums, which address management and maintenance of Microsoft 365 software for the District; Commissioner Kasnick, second. Commissioner Martinson offered a friendly amendment to state that *a one year contract would be signed with an automatic one year renewal unless the parties give notice*. The amendment was accepted by both maker and seconder. The motion passed, 4-0.

Personal Services Contract for Kevin Johnston (Assessment)

Discussion of the contract for Kevin Johnston's Assessment was postponed to the June 4, 2013 meeting, after he has had a chance to submit more information to the Board and to be more specific in his proposal.

Commissioner Martinson moved to approve the Aquatics Center Feasibility Study, Job #2013-06 and to approve \$1000 for MacDonald Miller to move forward on a bonding inspection; Commissioner Kasnick, second. The motion passed, 4-0.

Director Suko will work with MacDonald Miller to also provide an engineering proposal on the pool deck.

Filter Room Floor/Wall Structure, Job #201307

Commissioner Martinson moved to approve \$2400 to pay for a structural analysis (not building or design analysis, but a sketch of what needs to be done now); Commissioner Kasnick, second. The motion passed, 4-0.

Re-stripe Parking Lot, Job #201308

Commissioner Martinson moved to approve \$2200 for parking lot restriping; Commissioner Kasnick, second. The motion passed, 4-0.

Doug will be asked if he can do the work as a cost savings option.

Resolution No. 2013-01, District Support of \$1000 to Annual Swim Scholarship Fund

Commissioner Kuehnoel moved to formalize by resolution last month's approval of the ongoing Faith Callahan Scholarship; Commissioner Kasnick, second. The motion passed 4-0. Resolution No. 2013-01 was approved.

CONTINGENCY PLAN

Discussion of a contingency plan was postponed to the June 4, 2013 meeting.

CHANGE OF MEETING PLACE

Commissioner Kasnick moved to approve Resolution No. 2013-02, changing the designated meeting place of Des Moines Pool Metropolitan Park District meetings; Commissioner Kuehnoel, second. The motion passed, 4-0.

INFORMATION ITEMS/COMMISSIONER REPORTS

Commissioner Kuehnoel will miss the June 4 meeting but will call in.

Commissioner Martinson will be gone May 17-22, 2013.

District Clerk Paul will be gone May 17-24, 2013 but will be available by cell phone and email.

NEXT MEETING

The next meeting of the Des Moines Pool District would be held at District Headquarters on Tuesday, June 4, 2013.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:25 p.m.



Commissioner



Commissioner



District Clerk



Commissioner

Commissioner

Commissioner