

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

**Meeting Location: District Office, 22015 Marine View Drive South, Des Moines  
Tuesday, June 4, 2013**

**MINUTES**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** – President Achziger called the meeting to order at 7:05 p.m. at the District Office, 22015 Marine View Drive, Des Moines. The flag salute was led by Commissioner Kasnick.

**ROLL CALL** – Present were Gene Achziger, President; Commissioners Eric Kasnick, and Martin Martinson. Clerk of the Board Nancy Kuehnoel was present by teleconference. Also present were Randy Suko, Executive Director; Sandy Paul, District Clerk; Scott Romano, Project Manager; Ken Spencer, Pool Manager.

Commissioner Bernadette Barrett was absent.

Commissioner Kasnick moved to excuse Commissioner Barrett; Commissioner Martinson second. The motion passed, 3-0.

**ADOPTION OF AGENDA**

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

**ADOPTION OF MINUTES**

Commissioner Kasnick moved adoption of the meeting minutes of May 7, 2013, as presented; Commissioner Martinson, second. The motion passed, 3-0.

Commissioner Martinson moved adoption of the meeting minutes of May 28, 2013, as presented; Commissioner Kasnick, second. The motion passed, 3-0.

**CITIZEN COMMENT**

There was no citizen comment.

**CORRESPONDENCE**

There was no correspondence.

**STAFF REPORTS**

Ken Spencer, Pool Manager, provided a lengthy report including pool activity, an office reorganization project, an upcoming direct mailing targeting children 3-12 years of age for swim lessons, the scholarship campaign, and repair of the surge tank by Ole's Pool and Spa. Following was discussion about insurance, energy costs and how the energy upgrades are supposed to work.

Director Suko reported that he would be meeting with Toni Nelson on June 11 at 2:00 p.m., Attorney Brian Snure was drafting policies on firearms and sex offenders, and meeting with Highline School District over some shared fencing issues.

### **VOUCHER APPROVAL**

Commissioner Kasnick moved to approve the Voucher Summary of \$48,319.10; Commissioner Martinson, second. The motion passed 4-0

### **NEW BUSINESS**

President Achziger announced the agenda items would be discussed in reverse order.

#### **Adoption of Action Item Form and Process**

Commissioner Martinson moved, Commissioner Kasnick, second, adoption of an Action Items Tracking Log for tracking unfinished items from the business meetings. Commissioner Martinson stated that he has always successfully used some form of the log for tracking projects and highly recommended its use by the District. The motion passed, 4-0.

#### **Authorize Addendum to NW Landscaping Services Contract Job #201303**

Commissioner Kasnick moved to authorize an increase in the Northwest Landscaping Contract and Scope of Work, to include *the mowing, trimming and care of the lawn areas on the North side of the building* (now mowed by the School District, but not edged), and to authorize the Board President to sign the contract. Commissioner Martinson, second. The increase is \$50 per month plus tax. Occasionally, NLS would also apply herbicide and fertilizer as necessary. Additional budget allocation is not needed. The current budget is adequate for this small increase. The motion passed, 4-0.

#### **Consultant Contract with BLRB Architects/Filter Room Floor/Wall Structure Job #201307**

Commissioner Martinson moved to authorize a Consultant Contract with BLRB Architects for filter room floor/wall structure, Job #201307, for which additional budget was authorized at the last meeting. Commissioner Kasnick, second. The motion passed, 4-0.

#### **Authorize Budget to Replace Existing Chemical Controller (McKinstry Energy Contact) Job #201105**

Commissioner Martinson moved to add \$9300 to the McKinstry Energy Saving Contract to install a new digital controller; second by Commissioner Kasnick. Two years ago, an inexpensive 'fix' was attempted which never worked properly and is not working at all now. The motion passed, 4-0.

#### **Credit Card Policy/Recommendation for Acquiring District Credit Card**

Commissioner Kuehnoel moved to approve the Credit Card policy with the caveat that specific details would be worked out as the policy is implemented, including a Credit Card Agreement to be signed by each person who uses one of the District's credit cards. Commissioner Kasnick, second. The motion passed, 4-0.

At 8:58 p.m., Commissioner Kasnick moved to postpone the following items to the July 2, 2013 agenda: Travel Policies; Approval of Administrative Plan (Sections A thru D); Contingency Plan. Commissioner Martinson seconded the motion, which passed 3-1. Commissioner Kuehnoel voted no.

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

Commissioner Martinson noted that he was passing the Post Office Box key to Director Suko.

President Achziger reported that the Farmer's Market opening last Saturday was very well attended, the District's efforts at connecting with the community were both very successful and very well received. Many decals were affixed to faces and arms. The District's booth was one of the most popular for the duration of the Market.

**NEXT MEETING**

Tuesday, July 2, 2013 - Regular Meeting

**ADJOURNMENT**

There being no further business to come before the District Board of Commissioners the meeting was adjourned at 9:02 p.m.

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Commissioner

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Commissioner

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Commissioner

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District Clerk