

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

SPECIAL MEETING

**Meeting Location: District Office, 22015 Marine View Drive South, Des Moines
Monday, June 24, 2013, 7:00 p.m.**

AGENDA

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 6:58 p.m. Commissioner Kasnick led the flag salute

Present were Gene Achziger, President; Clerk of the Board Nancy Kuehnoel; Commissioners Eric Kasnick and Martin Martinson. Also present were Randy Suko, Executive Director; Sandy Paul, District Clerk; Scott Romano, Project Manager.

Commissioner Bernadette Barrett was absent. Commissioner Kasnick moved to excuse Commissioner Barrett; Commissioner Martinson second. The motion passed, 4-0.

BUSINESS

Extension of AMG Contract to August 31, 2013

The fourteenth extension of the AMG contract was discussed. The latest extension is to keep the district legal and abiding by the law until the insurance issue is resolved. Commissioner Kuehnoel moved, second by Commissioner Martinson to extend the current contract to August 31, 2013. The motion passed 3-0. Commissioner Kasnick recused himself for conflict of interest.

Adoption of Admin Plan Sections A through D

Sections A-D were reviewed and edited by the District's Attorney, District Clerk, District Accountant, and Commissioner and changes were incorporated by the Executive Director. Additional changes can occur as necessary and when recognized to improve the document. Sections A through D represent critical core elements of the Board Governance according to Revised Code of Washington and municipal law. The guidelines are designed to provide the District Board an effective and comprehensive decision making process.

Commissioner Kuehnoel moved, Commissioner Kasnick, second, to accept the Administrative Plan Sections A through D as presented. The motion passed, 4-0.

Credit Card Agreement

An official document will be signed by each Commissioner of the Board or staff using a District credit card to acknowledge the proper use and handling of the District Credit Card.

District Commissioners agreed by consensus to add this form, presented for discussion, to the Credit Card policy previously approved.

Travel Policies

Travel Policies are based on legal and standard practices for requests for travel reimbursements, allowable expenses including meals, per diem, lodging, transportation, car rentals, etc., for municipal and special districts of local governments.

Commissioner Martinson moved approval of the travel policies as derived from all allowable costs defined by the State Auditor; Commissioner Kasnick, second. The motion passed, 4-0.

Farmers Market Participation for July

Commissioner Kuehnoel moved to approve a reservation for a booth at the July 13, 2013 Farmer's Market to promote the pool and swim programs, and, additionally, to allow the expenditure of up to \$200 to purchase a new banner for use at the Farmer's Market; Commissioner Kasnick, second. The motion passed 4-0.

Approval of Signage for Office Door

Type, size and style of signage for the Office door was discussed. A cling-type material can be seen through from the inside only. A smaller size was preferred over the larger version. Also discussed were a panel sign for the larger monument sign at the sidewalk, and 'Pool Patron Parking Only' signs for the swimming pool parking lot. Commissioner Kuehnoel moved to postpone a vote to the July 2, 2013 meeting, when more defined costs would be known. Commissioner Kasnick, second. The motion passed, 4-0.

Approval to Pay Advertisement on Destination Des Moines Rack Card

Commissioner Kuehnoel moved to approve the expenditure of \$225 for cards to be inserted into backpacks of all Des Moines school children and to promote the MRP -'merp' sound idea - for the pool. Commissioner Kasnick, second. The motion passed, 4-0.

Office Hours/Mail Distribution

Commissioner Kuehnoel moved to postpone to the July 2, 2013 meeting discussion of office hours and mail distribution; Commissioner Kasnick, second. The motion passed 4-0.

NEXT MEETING

Tuesday, July 2, 2013 - Regular Meeting

ADJOURNMENT

There being no further business to come before the District Board, the meeting was adjourned at 8:30 p.m.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk