

**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, July 2, 2013**

**MINUTES**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** – President Achziger called the meeting to order at 7:02 p.m. at the District Office, 22015 Marine View Drive, Des Moines. The flag salute was led by Commissioner Martinson.

**ROLL CALL** – Present were President Gene Achziger; Clerk of the Board Nancy Kuehnoel; Commissioners Eric Kasnick (who arrived at 7:10 p.m.), and Martin Martinson. Commissioner Bernadette Barrett was present by teleconference. Also present were Randy Suko, Executive Director; Sandy Paul, District Clerk; Scott Romano, Project Manager; Ken Spencer, Pool Manager.

**ADOPTION OF AGENDA**

Commissioner Kuehnoel moved adoption of the meeting agenda, as amended; Commissioner Martinson, second. The motion passed, 4-0.

**ADOPTION OF MINUTES**

Commissioner Martinson moved adoption of the meeting minutes of June 4, 2013, as presented; Commissioner Kasnick, second. The motion passed, 4-0.

Commissioner Martinson moved adoption of the June 24, 2013 meeting minutes, as presented; Commissioner Kasnick, second. The motion passed, 4-0.

**CORRESPONDENCE**

District Clerk Paul distributed a flyer from the Department of Labor and Industries outlining upcoming training on Prevailing Wages as well as a request for information from the District's office space landlord for emergency contact information.

**STAFF REPORTS**

Director Suko reported his plan to assume additional budget responsibilities in the near future, including providing a budget report each month and analysis and list of all capital items. He will be working to create and catalog a variety of forms the District is collecting. He brought up the previously discussed pool tour and asked Boardmembers to think about a date that would work for all who wanted to attend.

**VOUCHER APPROVAL**

Commissioner Kuehnoel moved to approve the **July Voucher Summary** in the amount of \$109,350.55; Commissioner Kasnick, second. The motion passed, 5-0

**OLD BUSINESS**

**Signage for the Farmers Market**

Commissioner Martinson moved to increase the budget for the signage at the Farmer's Market by \$200, for a total of \$400 (\$200 was approved at the last meeting) to include the booth fees for participation at the Farmer's Markets. Commissioner Kasnick, second. The banner cost is \$7 per square foot plus grommets at \$1 each. Other options include a tablecloth with logo and a smaller banner. Dates of Farmer's Market participation are July 13, August 10, September 14, and the October 26 Chili Cook-off. The motion passed, 5-0.

**Approval of Signage for Office**

Commissioner Kuehnoel moved to approve \$65 for 'cling' signage for the office door, opaque from the outside only. Second by Commissioner Kasnick. The motion passed, 5-0.

### **Discussion & Adoption of Advertising Plan**

The fall City Currents is distributed August 16. The cost is paid and a 'fall' message is needed at this time. The Board discussed also advertising in the City Scene, the Normandy Park newsletter. Cost is \$900 per page and if shared with AMG, the annual cost would be \$900 for two editions. AMG will prepare ads for lessons. Commissioner Kuehnoel moved to approve the expenditure for advertising in the City Scene; Commissioner Kasnick, second. The motion passed, 5-0.

### **Outdoor Sign for Office and Pool Patron Parking Signs**

The cost of two signs, one for each side of the monument sign at the sidewalk on Marine View Drive plus two 'patron parking only' signs at Mount Rainier Pool would be \$595.68. Commissioner Kuehnoel moved to approve the expenditure of \$595.68 for the signs; Commissioner Kasnick, second. The motion passed, 5-0.

The purchase of an A-frame sign to place on the sidewalk on meeting nights would be \$136.99 for printing and materials. The sign would be sandbagged for stability. Commissioner Martinson moved approval of the expenditure of \$140 for the cost of the A-frame sign; Commissioner Kuehnoel, second. The motion passed, 5-0.

## **NEW BUSINESS**

### **Update on Pool Assessment**

Kevin Johnston, KJ Designs, was present. He reported he had spent several days on-site at the pool and was working on an assessment of Mt. Rainier Pool to provide the Commissioners with ideas and options for moving forward with pool maintenance or to think about the processes for replacement of the pool facility. His final report would be out July 15. In the meantime, he touched on leaks, lights and electrical issues, general district liability, ADA compliance, and the failing pool liner.

### **Repair of Surge Tank –**

Commissioner Martinson moved the approval of \$2900 to fund patching of the surge tank leak (Job # 201309), the work to be performed by Ole's Pool and Spa; Commissioner Kuehnoel, second. The motion passed, 5-0.

### **Repair of Filter Room Floor/Wall Structure, Phase 2**

The long term cost of replacing the cantilevered concrete slab and damaged lower portion of the filter room wall/floor structure is estimated to be \$54,000. The short-term fix is to continue using existing post and beam shoring with periodic inspection. Commissioner Martinson moved, second by Commissioner Kuehnoel, to continue using the existing shoring and to postpone a decision on a long-term repair until a structural analysis of the building is completed and a decision is made on the facility's continued long-term use. The motion passed, 5-0.

### **Clean/Flush Pool Deck Drains**

Commissioner Martinson moved approval of \$6,100 to clean/flush pool deck strip drains (Job #201302) and to authorize MacDonald Miller to perform the work; Commissioner Kasnick, second. The motion passed, 5-0.

### **Report from AMG on Pool Operations**

Ken Spencer, Pool Manager, presented his monthly report, highlighting the normal lower June attendance and continuing to voice his concern over continued high Puget Sound Energy bills. Discussion followed.

*As the meeting approached 9:00 p.m., President Achziger asked for a motion to continue the meeting. Commissioner Martinson moved to continue the meeting until 9:15 p.m.; Commissioner Kasnick, second. The motion passed 5-0.*

**Hiring a Temp Employee While District Clerk Paul is on Medical Leave**

While District Clerk Paul is away, the District can continue to move ahead in setting up the office files and begin organizing electronic files for migration to MS Office 365. The Administrative Plan and other standard documents can also be reformatted. Estimated cost is \$40-45 per hour from the Professional Services budget line item 576.10.41.06; the cost replaces payments to District Clerk Paul/RECORDS SOLUTIONS. Commissioner Kuehnoel moved approval of hiring a Volt Workforce Solutions Temporary employee to serve as administrative clerk for an estimated cost of \$2500; Commissioner Kasnick, second. The motion passed, 5-0.

**Discussion and Purchase of Computer Equipment for Commission/Staff**

The purchase of laptops or tablets for Commissioners was discussed. Those devices will be needed as MS Office 365 is implemented. Following discussion, Commissioner Kuehnoel moved approval of \$2000 for one laptop for the use of the Executive Director while it is determined the additional hardware needs of the District will be as MS Office 365 is implemented; Commissioner Kasnick, second. The motion passed, 5-0

*Since the business of the Board of Commissioners was close to being finished, President Achziger requested a second motion to continue the meeting in order to complete all business. Commissioner Kuehnoel moved to continue the meeting to 9:30 p.m.; Commissioner Kasnick, second. The motion passed, 5-0.*

**INFORMATION ITEMS/COMMISSIONER REPORTS**

Commissioner Martinson highlighted his last budget log. The responsibility for project management was turned over to Director Suko. ,

Commissioner Martinson would not be available as leader at Farmer’s Market events. Commissioner Kasnick volunteered to lead; Director Suko would help.

Commissioner Kuehnoel would be working with Director Suko on the budget and preparing a budget amendment planned for the September meeting.

Commissioner Kuehnoel would miss the August meeting.

Commissioner Kasnick asked for clarification of expenditure of Farmer’s Market Booth fees.

President Achziger reported on a meeting he had with Des Moines City Manager Tony Piasecki on June 28 regarding the City’s possible position on a recreation center to include a new swimming pool. Piasecki suggested a joint meeting of the Pool District Board of Commissioners and the City Council in the fall to discuss common interests.

**NEXT MEETING**

Tuesday, August 6, 2013 - Regular Meeting

**ADJOURNMENT**

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

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District Clerk