

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, September 3, 2013, 7:00 p.m.

MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Achziger called the meeting to order at 7:03 p.m. at the District Office, 22015 Marine View Drive, Des Moines. Commissioner Kasnick led the flag salute.

ROLL CALL – Present were Gene Achziger, President; Nancy Kuehnoel, Clerk of the Board; Commissioners Eric Kasnick and Martin Martinson. Also present were Randy Suko, Executive Director; Sandy Paul, District Clerk; Scott Romano, Project Manager; Ken Spencer, Pool Manager; Toni Overmyer, candidate for the Pool Board Position #4.

Commissioner Kuehnoel moved to excuse Commissioner Barrett, who was absent due to her work schedule; Commissioner Kasnick, second. The motion passed, 4-0.

ADOPTION OF AGENDA

Commissioner Achziger moved adoption of the meeting agenda, as amended. He removed items #4 and #5; he added #11 Emergency Replacement of Water Circulation Pump; #12, Review of Action Items; #13, Reminder of Farmer's Market Participation. Commissioner Martinson, second. The motion passed, 4-0.

ADOPTION OF MINUTES

The recording of the August 6, 2013 meeting will be reviewed for confirmation of meeting minutes' details with approval of the August 6 minutes scheduled for the September 17, 2013, meeting.

CORRESPONDENCE

Correspondence included the 2014 WCIA Liability Assessment Notice and a Notice from Labor and Industries for upcoming training,

STAFF REPORTS

The Director, Project Manager and Pool Manager provided updates of their work to date.

VOUCHER APPROVAL

Commissioner Kuehnoel moved to approve the voucher summary for September in the amount of \$18,032.66; Commissioner Martinson, second. The motion passed, 4-0.

OLD BUSINESS

Office Cleaning Contract

Commissioner Kuehnoel moved to recommend that MM Pro House Cleaning be hired to clean the District office and shared bathroom/kitchen; Commissioner Kasnick, second.

Commissioner Martinson moved a friendly amendment: to rephrase the motion to include the language 'approve a contract with MM Pro House Cleaning in the amount of \$200 for 2013 and authorize that MM House Cleaning be hired to clean the District office and shared bathroom/kitchen'. The friendly amendment was accepted by both maker and seconder.

The motion passed, 4-0.

Clerk Paul will investigate the necessity of bonding and insurance.

Budget Report

Director Suko provided background about where the district is to date financially. He would be working in the near future on a budget adjustment of items that currently are classed as 'maintenance' in the general fund to 'capital' expense in the 'capital' fund.

NEW BUSINESS

Facilitation Contract with KJ Design for Off-Site Meeting/Kevin Johnston –

The expenditure of funds for this contract with KJ Designs was approved at the last meeting, and was, therefore, removed from the agenda.

Commissioner Kuehnoel moved to postpone until 2014 discussions about the life cycle of the pool. She believes that such conversations at this time are premature due to the impending installation of a new IT system, development of the 2014 budget, and the as yet, unsigned, AMG Contract. Commissioner Kasnick second.

President Achziger and Commissioner Martinson stated that this was the exact correct time to talk about these topics in order to better plan the 2014 budget and Capital Improvement Plan.

Following a 2-2 vote, the motion failed. President Achziger and Commissioner Martinson voted *no*.

Review of Priorities List from Life Cycle Assessment report for Capital Improvements –Executive Summary

Moved to the agenda of September 17, 2013

Update of Structural Assessment by BLRB Architects

Moved to the agenda of September 17, 2013

Review Annual Calendar/Add Budget Timelines

The annual calendar was discussed with the 2014 budget timelines added to it. No action was taken.

Discussion: Extra September Meeting September 17/Offsite October 5

An entire meeting devoted to just two items was determined to be necessary. A Special Meeting to discuss Update of Structural Assessment by BLRB Architects and a Review of Priorities List from Life Cycle Assessment report for Capital Improvements would be placed on the agenda for September 17.

Proposed Pool Tour Date November 16

Commissioner Kuehnoel moved to postpone until 2014 the proposed tour of local pools; Commissioner Kasnick, second. The motion passed, 4-0

Replace Butterfly Valves

Commissioner Martinson moved approval of \$5,500 in Capital funds to replace four butterfly isolation valves to the pool surge tank; Commissioner Kasnick, second. The motion passed, 4-0.

Update of Locker Installation Job# 201302/Surplus of Equipment

Commissioner Martinson reported that the Women's Locker Room work was complete. Old, replaced lockers were being temporarily stored behind the Pool building, except for one section which has disappeared.

Commissioner Martinson moved to declare the old lockers, tables and chairs at the pool as surplus assets, bid the lockers to a salvage company, and to dispose of the table and folding chairs; Commissioner Kuehnoel, second. The motion passed, 4-0.

Emergency Replacement of Heating Water Circulation Pump

The failure of the Heating Water Circulation Pump supporting the hot water for the showers caused an emergency this past month. There was an immediate need for replacement. MacDonald-Miller completed the work on August 27. Fiscal impact: \$2,900.

Commissioner Kuehnoel moved to approve the funding for the replacement and repair of the water pump; Commissioner Kasnick, second. The motion passed, 4-0.

Review Action Items Log

The Action Items Log was reviewed and completed items marked off. Several new items were added. The Action Items Log would be reviewed at each regular monthly meeting.

Farmer's Market Kid's Day

President Achziger reminded the Board that the District had signed up to participate in 'Kid's Day' at the Farmer's Market on September 14. All who can help should be there by 9:30 a.m.

INFORMATION ITEMS/COMMISSIONER REPORTS

Commissioner Martinson will be completing the last section of lockers soon. He thanked Commissioner Kasnick for his assistance. He also thanked all present for approving the replacement of the butterfly valves on the pool's surge tank.

Commissioner Kuehnel reported that the website was almost ready. The next step for installation of the Microsoft Office 365 will take place when the tablets are purchased. After that time, the IT contractor will meet with each Commissioner for training.

Commissioner Kasnick invited Tony Overmyer, if she could, to join the Commissioners at the Farmer's Market Kid's Day on September 14, 2013. She would check her calendar.

NEXT MEETING

Tuesday, September 17, 2013 Special Meeting
Tuesday, October 1, 2013 - Regular Meeting

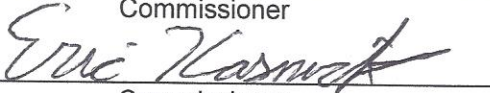
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:03 p.m.

Respectfully submitted,
Sandy Paul MMC, District Clerk



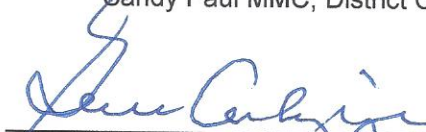
Commissioner




Commissioner



Commissioner



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