

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, March 4, 2014, 5:00 p.m.**

MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL/CALL The meeting was called to order by President Achziger at 5:00 p.m. Commissioner Kasnick led the flag salute.

Present were Gene Achziger, President; Nancy Kuehnoel, Clerk of the Board; Commissioners Eric Kasnick, Schell Ross, and Toni Overmyer (arrived at 5:10 p.m.). Also present were Rodger Bennett, District Manager; Sandy Paul, District Clerk; Scott Romano, Project Manager; Ken Spencer, Pool Manager

Adoption of Agenda

Commissioner Kuehnoel moved to adopt the agenda as amended (Butterfly Valve Replacement Unforeseen Circumstances was added); Commissioner Kasnick, second. The motion passed, 4-0.

ADOPTION OF MINUTES

Commissioner Kuehnoel moved to approve the February 4, 2014 Regular Meeting Minutes as presented; Commissioner Kasnick, second. The motion passed, 4-0.

Commissioner Ross moved to approve the February 11, 2014 Special Meeting Minutes as presented; Commissioner Kasnick, second. The motion passed, 4-0.

CITIZEN COMMENT

There was no citizen comment.

CORRESPONDENCE

Clerk Paul mentioned a letter from Total Property Management regarding the upcoming lease on the District office and deferred further comment to District Manager Bennett later in the agenda.

STAFF REPORTS

District Manager Bennett District Manager called attention to his report in the packet; addressed a report that is pending from BLRB (Doug DuCharme of BLRB was not present), mentioning the survey report that will be delivered and said it contained no information that would surprise the commissioners regarding the condition of the pool.

Project Manager Scott Romano spoke about the pool shut-down from February 24-28:

- Miller replaced the 4 butterfly valves under the pool sump.
- MacDonald--Miller performed maintenance on both HRU's. During this maintenance, the technician noticed that the main HRU #1 motor bearings are beginning to fail, and should be replaced soon.
- McKinstry installed 8 new LED lights in the natatorium
- McKinstry has informed the Department of Health (DOH) of the new installation, and DOH will schedule a site visit to measure light levels. Once DOH has approved of the new lighting, the District can begin project closeout.
- Ole's Pool and Spa performed degreasing of the sand filters.
- BLRB had their environmental sub-consultant (PBS) perform asbestos sampling throughout the facility,
- Global Diving & Salvage (working for PBS) performed coring and patching of the pool liner to check for asbestos.

Pool Manager Ken Spencer Ken reported on lesson and water exercise numbers (both low); lap swims; teams (both boys and girls teams are finished); rentals; operations. Saturday lessons start Saturday

March 8 with 12 signed up so far; Shaunna visited Wesley Homes as a public relations effort; financials were underreported including only January in his report. He initiated a discussion about medical personnel who prescribe swimming as preventive medicine.

District Clerk Sandy Paul highlighted changes in the voucher request adding a dollar amount for Brian Snure and adding Highline Community College to the voucher. A section of calendar will be presented each month in the meeting packets both as a reminder of upcoming activities and as a plea for updates and changes when they are known.

VOUCHER APPROVAL

Voucher Summary

Commissioner Kuehnoel moved to approve the November Voucher summary in the amount of \$48,519.52; Commissioner Kasnick, second. The motion passed, 5-0.

OLD BUSINESS

Purchase of District Logo Shirts

Following discussion, Commissioner Kuehnoel moved to authorize the District to purchase blue polo shirts from Dugan's in Kent for a total cost of \$184 for Commissioners, District Manager and District Clerk; Commissioner Kasnick, second. The motion passed, 5-0.

Commissioner Ross moved to authorize the District to purchase uniform lifeguard ring-necked t-shirts from Dugan's in Kent for a total cost of \$780; Commissioner Kasnick, second. The motion passed 5-0.

District Office Lease

District Manager Bennett discussed the pending expiration of the current lease for office space. The current lease, approved last year, was paid in advance in lieu of a security deposit. The lease proposed for 2014-2015 would reflect an increase of \$25 per month (\$625) if paid in advance per an escalator clause in the current contract in a single balloon payment. Otherwise, the month to month amount would be \$750.

Commissioner Overmyer moved to authorize District Manager Bennett to discuss paying in advance with legal counsel, then renegotiate a lease with Total Property Management for \$625 per month for 2014-2015; Commissioner Kuehnoel, second. The motion passed, 5-0.

April Pool's Day

A list of activities scheduled for the Saturday April Pool's Day was included in the agenda packet. Also included was an impressive list of supporters and sponsors who have made commitments. Tents from the farmer's market will be set up to accommodate booths and the expectation of an overflow crowd. South King Fire and Rescue will attend and one uniformed firefighter will walk the plank. An Easter egg hunt (Easter is the day following) will be underwater. There will be scuba demos. Not to be forgotten will be the MERP contest. Public swims will take place following each session.

Commissioner Ross moved to approve the District expenditure of \$1500 on April Pool's Day promotional items and supplies; Commissioner Kasnick, second. The motion passed, 5-0.

AMG Contract – 19th Extension

Commissioner Kuehnoel moved to extend the current contract with AMG to June 30, 2014; Commissioner Overmyer, second. The motion passed, 5-0.

Butterfly Valve Replacement (Unforeseen Circumstances)

During the pool shutdown, unforeseen circumstances occurred while trying to plug the 4 main pool drains. Eventually the drains were plugged enough to allow the change out of the 4 butterfly valves under the pool sump. Due to the additional time involved, MacDonald-Miller requested a change order be processed to cover some of their extra time. A change order in the amount of \$1,300.00 would cover the extra time taken to complete this work. Two AMG employees assisted in this work. Janice Huynh and Jonathan Hiatt went above and beyond to assist MacDonald-Miller on this project.

The additional budget requested is \$1000 for MacDonald-Miller and \$300 to the City of Des Moines for Project Management time under Job #201302R.

Commissioner Kasnick moved to approve the additional appropriation for the Butterfly Valve repair in the amount of \$1300; Commissioner Kuehnoel, second. The motion passed, 5-0.

NEW BUSINESS

Reporting Relationships of Staff/Contractors

A reporting structure was discussed that is more defined than one in which contracted staff report to various commissioners. The District Manager would take charge, oversee all and report to the Commissioners, leaving the Commissioners free of the day to day activity in order to focus attention on policy.

Commissioner Overmyer moved to direct the District Manager to oversee and coordinate all contractors. He/she, in turn, would report all activity to the Board; Commissioner Kasnick, second. The motion passed, 5-0

IT Standards - Initial Security Protocols

Strict IT protocols are required by the District's insurer, WCIA, such as strong email passwords and regular updates of computers/notepads. A basic Security Protocols Policy was presented as an initial start toward building this policy. Password changes will be prompted regularly by the Districts IT Contractor who will also update devices every Thursday beginning at 8:00 a.m.

Commissioners will think about the basic policy presented and add to this work in progress.

INFORMATION ITEMS/COMMISSIONER REPORTS

Commissioner Achziger reported that he had talked to Michael LaPierre, the Parks Director in Burien about Burien's plans for a new pool. As it turns out, Burien's facility would be a water play area. The discussion ensued regarding the five surrounding cities partnering in these recreational efforts rather than each city doing something different. Mr. LaPierre was intrigued and agreed to discuss it with Burien's interim city manager.

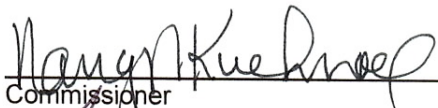
NEXT MEETING

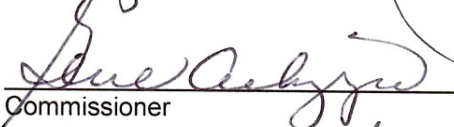
Tuesday, April 1, 2014, Regular Meeting, 5:00 p.m., District Office

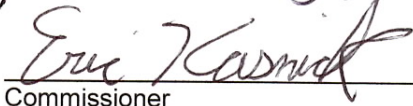
ADJOURN


There being no further business to come before the Board, Commissioner Kasnick moved to adjourn; Commissioner Kuehnoel, second; the meeting was adjourned at 6:57 p.m.


Respectfully submitted,
Sandy Paul MMC, District Clerk


Commissioner


Commissioner


Commissioner


Commissioner


Commissioner