

**DES MOINES POOL METROPOLITAN PARK DISTRICT**  
**22015 Marine View Drive South**  
**Des Moines WA 98198**

**Tuesday, July 1, 2014, 4:00 p.m.**

**SPECIAL AND REGULAR MEETING MINUTES**

**Call to Order/Roll Call**

The special meeting was called to order by President Achziger at 3:58 p.m. Commissioner Kasnick led the flag salute.

Present were Gene Achziger, President; Nancy Kuehnoel, Clerk of the Board; Commissioners Eric Kasnick, and Toni Overmyer. Also present were Rodger Bennett, District Manager; Sandy Paul, District Clerk; Scott Romano, Project Manager; Ken Spencer, Pool Manager.

Commissioner Ross was absent. Commissioner Kasnick moved to excuse Commissioner Ross; Commissioner Kuehnoel, second. The motion passed, 4-0.

**ADOPTION OF AGENDA**

Two items were added to the agenda: Marketing Budget and Discussion regarding Social Media. Commissioner Kuehnoel moved to adopt the agenda as amended; Commissioner Kasnick, second. The motion passed 4-0

**ADOPTION OF MINUTES**

**June 3, 2014 Regular Meeting Minutes**

Commissioner Kuehnoel moved to adopt the June 3 meeting minutes as presented; Commissioner Kasnick, second. The motion passed 4-0.

**CITIZEN COMMENT/CORRESPONDENCE**

There was neither citizen comment nor correspondence to report

**STAFF REPORTS**

**District Manager**

- Contacted King County re weekly voucher submission
- Contacted Des Moines P&R Director
- Contacted Tukwila Pool Metro Park District Director
- Met with WCIA Insurance Appraiser
- Met with District's Attorney regarding AMG Agreement
- Met with HDA Web Site contractor
- Met with SeaTac City Manager and Parks and Recreation Director
- Received corrected AMG Contract draft from District's attorney
- Contacted EC Computers references
- Talked with Ken Spencer regarding maintenance invoices
- Met with Chad Sotomayor regarding IT consultant contract
- Revised Budget Calendar Administrative Directive draft according to Toni Nelson's suggestions
- Met Patrice Thorell, City of Des Moines Recreation Director

- Discussed IT Assessment with EC Computers
- Met Steve Burke, Executive Director, William Shore Memorial Pool
- Attended meeting of Back to School Backpack program
- Authorized assessment of District IT system
- Attended Audit interview with WCIA (Insurance) Pool staff
- Scheduled meetings with City of Normandy Park Parks Board and Metropolitan Park District Board

#### Project Manager

- Final Department of Commerce grant paperwork completed and sent in.
- Shared McKinstry proposal for exhaust fan and doors. McKinstry will do exhaust fan only/seeking more door estimates.
- Shared ideas on MacDonald-Miller drinking fountain repair proposal. Attempt will be made to repair both fountains. Should that not work, the Natatorium fountain will be replaced/the lobby fountain removed.

#### Pool Manager

- Swims increased in June; water exercise down; lap swims steady; teams constant; events strong
- Staffing thin; several former staff returning soon; two interviews
- Water exercise equipment received
- Mixing valve issues resolved
- New shower curtains and soap dispensers in women's locker rooms
- Planning for fall – middle school guard program
- May financials

#### District Clerk

- Prepared the agenda and packet for the June 3 meeting; attended the meeting on June 3; prepared the minutes
- Attended the Farmer's Market opening on June 7. Commissioners Achziger and Kasnick commanded the attention of the public. They were in heaven! A good time was had by all and a lot of good will was spread/took pictures which are stored electronically and were previously emailed to Commissioners.
- Mailed checks received on June 11
- Internet connection problems on Friday, June 20.
- Completed research on new laws that effect elected officials that are effective July 1 regarding training for the Open Public Meetings Act, Records Management and Public Disclosure. WCIA has trainings 6-9 p.m. on a limited basis, but nothing locally now through July. Tanya Crites will keep us posted. AWC also has on-demand webinars.
- Working with and on the Wells Fargo account is now a pleasure.
- Update calendar – Commissioners

#### **VOUCHER APPROVAL**

##### **Voucher Summary**

Commissioner Kuehnoel moved to approve the July Voucher summary in the amount of \$26,822.46; Commissioner Overmyer, second. The motion passed, 4-0.



## **OLD BUSINESS**

### **AMG Contract**

Commissioner Overmyer moved to extend the current contract with AMG to September 30, 2014; Commissioner Kuehnoel, second. The motion passed, 3-0. Commissioner Kasnick recused himself due to a conflict of interest.

### **IT Contract – Request to Cancel Current Contract**

Commissioner Kuehnoel moved to authorize the District Manager to provide written notice to Quickplanet LLC that the District is taking the option of cancelling the consultancy contract and providing the requisite 45-day notice as stipulated in the contract, effective July 1, 2014; Commissioner Overmyer, second. The motion passed, 4-0.

## **NEW BUSINESS**

### **Approval of Contract TSN Government Financial Services (Toni Nelson)**

Commissioner Kuehnoel moved to approve the contract with TSN Government Financial Services (Toni Nelson) and authorize the Clerk of the Board to sign the contract; Commissioner Kasnick, second. The motion passed, 4-0.

### **Plans for Booth at Back to School Fairs/Approval of Purchase for 3,000 bottles for Back to School Fairs (Marketing Proposal)**

Commissioner Overmyer to approve the purchase of 3000 imprinted water bottles (part of a larger marketing plan) specifically for back to school fairs and, later, for other promotions as the supply allows; Commissioner Kuehnoel, second. The motion passed, 4-0.

### **Master Plan**

Commissioner Overmyer moved to add the Master Plan item to the agenda; Commissioner Kuehnoel, second. The motion passed, 4-0.

Following discussion, Commissioner Overmyer moved to invite Steve Burke, Director of the William Shore Pool in Port Angeles, to speak to Commissioners at the September 13 offsite study session about how some of the successes of the Port Angeles Pool might benefit Mt. Rainier Pool; Commissioner Kuehnoel, second. The motion passed, 4-0

### **Social Media for DMPMPD**

In efforts to connect with our community, stay in touch with current patrons, and reach out to future users of Mount Rainier Pool, Commissioner Overmyer would like to introduce our organization to social media.

- Create a Facebook page for Des Moines Pool Metropolitan Park District.
- Link information to Pool and DMPMPD webpage's
- Report back monthly using the Tools Facebook offers to manage the page and traffic.
- Also allow for growth towards other social media, such as instagram, twitter, to keep up with trends
- Commissioner Overmyer volunteered to create, maintain, and report on progress

Commissioner Kuehnoel moved to authorize Commissioner Overmyer to create and maintain social media accounts for the District; Commissioner Kasnick, second. The motion passed, 4-0.

### INFORMATION ITEMS/COMMISSIONER REPORTS

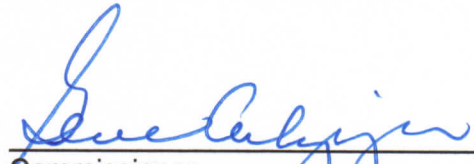
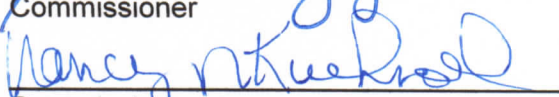
Commissioner Achziger mentioned the 'Class' software system of inputting and tracking all participants of swim programs. Should the District at some point sign an interlocal with the City of Des Moines to use the program, shared information between both swim and other recreation programs would be possible. Discussion may continue at a later date.

### NEXT MEETING

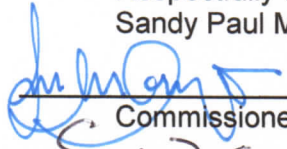
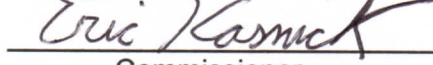
Tuesday, August 5, 2014, Regular Meeting, 5:00 p.m., District Office

### ADJOURNMENT

There being no further business to come before the Board, Commissioner Kasnick moved to adjourn; Commissioner Kuehnoel, second; the meeting was adjourned at 5:55 p.m.

  
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Commissioner  
  
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Commissioner

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Commissioner

Respectfully submitted,  
Sandy Paul MMC, District Clerk  
  
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Commissioner  
  
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Commissioner