

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

Wednesday, August 6, 2014, 4:00 p.m.

ADJOURNED AUGUST 5 REGULAR MEETING MINUTES

Call to Order/Roll Call

The Adjourned Meeting of August 5 was called to order by President Achziger at 4:02 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.

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

ADOPTION OF AGENDA

One item was added to the agenda: stipend increase

Commissioner Kuehnoel moved to adopt the agenda as amended; Commissioner Overmyer, second. The motion passed 4-0

ADOPTION OF MINUTES

July 1, 2014 Regular Meeting Minutes

Commissioner Kuehnoel moved to adopt the July 1 meeting minutes as presented; Commissioner Kasnick, second. The motion passed 4-0.

CITIZEN COMMENT/CORRESPONDENCE

There was no citizen comment.

District Clerk Paul reported on a letter received from WCIA regarding 2015 insurance rates.

OLD BUSINESS

Report on IT Assessment – EC Computers

Johnathon Boon of EC Computers reported on his assessment of the District's tablets and internet connections. The wireless router to connect the thinkpads to the internet where documents are stored should be adequate and he is studying where the disconnect might be. The previous provider has yet to respond with the necessary information to fully assess that need. All tablets have been set up with the QuickPlanet support account and no other technician has access as administrator. User account is access only to a local tablet. A separate user name and password may be needed to access MSO365. He also completed an inventory to document all types of hardware and passwords.

Needs include the resetting of passwords. Sharepoint, the offsite file repository, could generate a 'home page' whereby users log-in to the page each time their tablet is turned on. Users are notified of changes made to shared documents on Sharepoint. Training is needed because Windows 8 is unique.

There may be a need for a dual administrators. Tablets are encrypted using *Bitlocker*. To communicate with each other the thinkpads have to connect to the world via Sharepoint. Windows 8

originally hid necessary tools; with improvements, those tools are much easier to find. Word will be installed on thinkpads because documents cannot be read by thinkpads that don't have a Word application. Thinkpads will be given the ability to print, in-office or at home. Warranties will be set up properly. Training will include everything from the 'start' function to tools for easier commissioner use.

The IT Contract will be revisited in six months to be sure EC Computers is on track for the District's needs. The annual cost is \$7,000 more than what the District paid in the past.

NEW BUSINESS

Proposal for IT Consultant Services with EC Computers

Commissioner Kuehnoel moved to approve an agreement with EC Computers of Des Moines Washington for six months (\$945 per month) to provide Information Technology Services according to the terms of the proposal attached to this Agenda Information Sheet and further to appoint EC Computers to the post of IT Administrator for the District; Commissioner Overmyer, second. The motion passed, 4-0.

STAFF REPORTS

District Manager

- Attended July 1, meeting of the Board
- Met with Executive Director of Tukwila Pool Metro Park District
- Discussed AMG Contract proposal with Ken Spencer, set time for future meeting
- Assisted EC Computers in District IT system evaluation
- Reviewed and reformatted IT and accounting terms in Administrative Directives
- Attempted to access emails on Commissioners' Lenovo ThinkPads
- Attended WCIA Contract Dispute Resolution class
- Met with Commissioner Kuehnoel and Sandy Paul
- Met with President Achziger regarding Back to School Backpack Fair
- Accompanied Scott Romano on MRP walk-around
- Prepared draft budget worksheets for August meeting
- Reviewed and revised IT management policy in concert with suggestions from WCIA

Project Manager

- All doors rekeyed
- Men's lockers entry from lobby door/lock need to be replaced
- Estimates for doors by the end of the week –contractor may need 50% down
- McKinstry starting work on exhaust fan
- Both drinking fountains are functional – parts were found/repair completed for less than \$1000
- Malfunctioning fuse generated repair costs of \$2000
- Gutters are scheduled for clean out
- Tires/cage in back will be removed

District Clerk

The calendar for August to November was reviewed.

VOUCHER APPROVAL

Voucher Summary

Commissioner Kuehnoel moved to approve the August Voucher summary in the amount of \$29,278.31; Commissioner Kasnick, second. The; motion passed, 4-0.

NEW BUSINESS (continued)

Expressions of Thanks for Martinson, Barrett, and Ousley

Commissioner Kuehnoel move to formally acknowledge, thank and make a matter of District records the contributions of Marty Martinson, Bernadette Barrett and Shauna Ousley to the District and to the Des Moines Community; Commissioner Overmyer, second. The motion passed, 4-0.

Martinson, Barrett and Ousley will be invited to the next regular meeting. A celebratory cake will be served. Certificates will be posted at the Pool on the District bulletin board. Each person will receive a framed certificate.

Termination of Contract with Records Solutions

Commissioner Kuehnoel moved to end the Agreement between Sandy Paul MMC dba Records Solutions and the Des Moines Pool Metropolitan Park District, dated December 12, 2012 effective August 16, 2014 and that an additional amount equal to twenty hours pay at the agreed rate be paid to Ms. Paul as consideration for her professionalism and cooperation in the transition; Commissioner Kasnick, second. The motion passed, 4-0.

Adopt RESOLUTION NO. 2014 –01, Administrative Policies

Commissioner Kasnick moved to adopt Resolution 2014-01 "Administrative Policies" excluding the social media policy; Commissioner Overmyer, second. The motion passed, 4-0.

Some policies were edited substantially including the rules of procedure, budget calendar, capital improvement plan, IT policy, and cash basis accounting. Work and study will continue on a Social Media Policy. The documents are a guideline, and as they need to be improved, they will be revised and clarified. Policies are fluid and will continually be reviewed and modified.

Motion to Extend Meeting

As the hour approached 6:00 pm, Commissioner Achziger asked for a motion to extend the meeting by 30 minutes; so moved by Commissioner Overmyer; second by Commissioner Kasnick. The motion passed 4-0.

Social media policy

Commissioner Overmyer thought social media would be a fun way to connect with the public to market the pool. It has become so much more than that, and there is risk. She will await further action until some of the questions and concerns raised get answered.

Stipend Increase (added at meeting)

The Washington state legislature approved a stipend increase by \$10 a day for small taxing districts beginning October 1, 2014.

Commissioner Kuehnoel moved to increase the meeting stipend by \$10, to \$115 for each meeting, beginning October 1, 2014; Commissioner Kasnick, second. The motion passed, 4-0.

Preliminary 2015 Budget Workbook –

The Preliminary 2015 Budget was introduced. District Manager Bennett requested in lieu of a long discussion or a special meeting that comments be returned to him by August 15 on the attached budget proposals in order to be able to meet the September meeting timelines. If a Commissioner has no comments, those should be reported accordingly.

No motion was made

INFORMATION ITEMS/COMMISSIONER REPORTS

Commissioner Overmyer emailed information about *Constant Contact* to all Commissioners which provides a database regarding email and communicating with the public.

Commissioner Kasnick requested the next meeting be moved to Sept 3 at 4:00 p.m.. It will be an adjourned regular meeting.

District Clerk Paul thanked the Board for the opportunity to serve the District. She added that in her opinion, the commissioners were the 'giraffes' who stick out their necks. She also noted that each person who has passed through these imaginary hallways has contributed something to where the district is today.

Commissioner Achziger mentioned the first back to school fair Aug 7. Veronica Mendoza will be providing translation services. She works as a paralegal with the Highline School District.

A survey has been included in the booth presentations to ask people how they use the pool.

Next Thursday, August 14, is the Back to School fair at the Tyee Complex, followed by another at Midway elementary school on August 23.

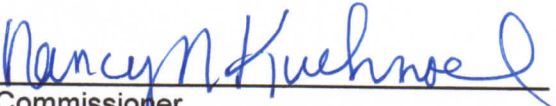
NEXT MEETING

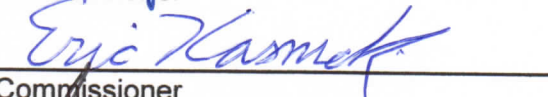
Wednesday, September 3, 2014, adjourned Regular Meeting, 4:00 p.m., District Office. Marty Martinson, Bernadette Barrett and Shauna Ousley, who have served the District in the past, will be invited to attend for special recognition.

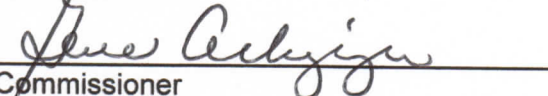
ADJOURNMENT

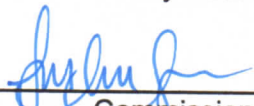
There being no further business to come before the Board, Commissioner Kasnick moved to adjourn; Commissioner Kuehnoel, second; the meeting was adjourned at 6:30 p.m.

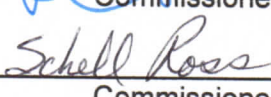
Respectfully submitted,
Sandy Paul MMC, District Clerk


Commissioner


Commissioner


Commissioner


Commissioner


Commissioner