

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

**Wednesday, September 3, 2014, 4:00 p.m.**

**ADJOURNED SEPTEMBER 2 REGULAR MEETING MINUTES**

**Call to Order/Roll Call**

The Adjourned Meeting of September 3 was called to order by President Achziger at 4:00 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. Also present were Rodger Bennett, District Manager; Camille Moore, District Clerk; Ken Spencer, Pool Manager and Scott Romano, Project Manager.

**SPECIAL PRESENTATION**

Plaques were created in recognition for Marty Martinson, Bernadette Barrett and Shauna Ousley for their volunteer citizen contributions. Marty Martinson was present. Arrangements were made to deliver Bernadette's and Shauna's plaques.

**ADOPTION OF AGENDA**

Commissioner Kuehnoel moved to adopt the agenda; Commissioner Kasnick, second. Passed unanimously.

**ADOPTION OF MINUTES**

**July 1, 2014 Regular Meeting Minutes**

Commissioner Kuehnoel moved to adopt the August 5 meeting minutes as presented; Commissioner Kasnick, second. Passed unanimously.

Commissioner Kuehnoel moved to adopt the August 6 adjourned meeting minutes as presented; Commissioner Overmyer, second. Passed unanimously.

**CITIZEN COMMENT/CORRESPONDENCE**

There was no citizen comment.

President Achziger reported on cards received from Bernadette Barrett and Bobbi Giammona.

**STAFF REPORTS**

**District Manager**

- Attended and participated in August Board meeting
- Attended first Back to School Backpack day
- Met with Jonathan Boon to begin IT management conversion process
- Brought in Camille Moore into District Office work environment
- Assisted Sandy Paul in her last days with the District
- Collected data, financial tools and security materials from Sandy Paul
- Communicated with Toni Nelson on budget preparation and orientation of new District Clerk
- Continued working on Lenovo Tablet issues
- Updated 2015 Draft Budget with Commissioner recommendations and July 31 financial information
- Met with Toni Nelson for process orientation and budget strategy
- Continued moving the IT process toward satisfaction
- Instituted policy of weekly bill pay

## **STAFF REPORTS C'TD**

### **Project Manager**

- Locksmith to work on Men's Locker room door. 9/4/13, 1:00 pm.
- Replacing exhaust fan 9/5/13
- Prepared for arrival of check for deposit to initiate door repairs

### **Pool Manager**

- Staffing is being added at pool
- Fire extinguishers were replaced
- Chemical drip pans were placed under chemicals
- Working to clear up storage container for swim team, clearing out side area of old chemicals and trash
- Kent Chaos has been split into 2 groups per fire code regulations
- Senior discount starts at 55
- Water Zumba had mixed reviews, mostly positive and is awaiting a new instructor
- Schedule discussion to accommodate different group needs
- Pumpkin Plunge has 16-20 registered children, Kids under 2 are free
- Boeing flight crew training program requested 200 hours of rental time Sundays 7am-12 pm
- Sundays will be full through December 2014, from 12pm to 3pm Scuba and King 3:30-8 pm
- Discussion regarding Guardstart on Friday's which is a mixture of land and water, other groups may be able to use pool during land time (2:30-5:30)
- Financial FY 2014 provided

### **District Clerk**

- Met with Toni Nelson, Nancy Kuehnoel and Rodger Bennett to firm up accounting processes.
- Created new Smart Spreadsheet for KC Secure Transport to update engine file.
- Corresponded with Daniel Flores at King County AP for implementation of weekly voucher requests.
- Reviewed Administrative Policies and Directive
- Met with Jonathan Boon to setup and import files, calendar events and contacts on laptop and created initial backups.
- Requested w-9 from EC Computers and All Purpose Doors.
- Talked to Jeanne about updating email addresses and meeting minutes on website
- Met with Nancy Kuehnoel at Wells Fargo to transfer account authority from Sandy Paul to myself.
- Scheduled meeting with Jeanne Seger and Rodger Bennett for September 10, 2014 to setup ability to update minutes on website.
- Became familiar with file setup and reviewed previous meeting packets for format.
- Followed up with Wells Fargo regarding online account setup.
- Scanned Wells Fargo statements to submit to TSF Financial.

The calendar for September to December was reviewed.

## **VOUCHER APPROVAL**

### **Voucher Summary**

Commissioner Kuehnoel moved to approve the August 25, 29 and September 5 Voucher summary in the amount of 54,011.00; Commissioner Overmyer, second. Passed unanimously.

**FINANCIAL REPORTS**  
**TSN Financial Report**  
Reviewed and discussed.

**OLD BUSINESS**

**Adoption of the preliminary FY 2015 Annual Budget for the Des Moines Pool Metropolitan Park District**

The District's Administrative Code requires the presentation and adoption of the preliminary budget for the ensuing fiscal year on or before the first regular meeting in September of each year. The initial draft was presented at the Board's regular meeting in August with a comment period established for additional input. Comment was received from Scott Romano and from Commissioner Kuehnoel. Both comments were considered and included, within fiscal limits, into the updated draft. The draft should be considered, approved as presented or modified, and published as required by the Revised Code of Washington. Final adoption will be presented at the October Regular Meeting of the Board.

Commissioner Kuehnoel requested allocation amounts for I.T. and Microsoft, subtotals were provided.

Commissioner Ross moved to adopt the preliminary budget for 2015 subject to the FY 2015 Property tax projection from King County, Commissioner Kuehnoel, second. Passed unanimously.

**NEW BUSINESS**

**Authorization to Transfer Souvenir Water Bottles to Outdoor Pools**

3,000 plastic water bottles were purchased, President Achziger suggested that the approximate 1,000 remaining water bottles could be given to swimmers at outdoor swimming pools in the area to help them become aware of the availability of the Mt. Rainier facility during times when the outdoor facilities are not available.

Commissioner Kuehnoel requested what pools, Normandy Park, Olympic and Gregory Seahurst were provided. Ken Spencer and President Achziger will distribute.

Commissioner Kasnick moved to authorize transfer of remaining MRP water bottles to be handed out to swimmers at various outdoor swimming pools in the South King County area before the conclusion of the summer swimming season. Commissioner Ross, second. Passed unanimously.

**Resolution adding District Manager signature to voucher request**

The District Board has recently adopted the practice of paying invoices on a weekly basis in order to take advantage of discounts, avoid late payment penalties and improve vendor relationships. This will result in vendors receiving timely payments and allow DMPMPD to take advantage of discounts for prompt payment. Commissioner Overmyer moved to adopt Resolution number 2014-03, "Voucher Preapproval Authority" authorizing Rodger Bennett as Auditing Officer for the purpose of signing payment vouchers from the King County Finance Department's Special District Assistance Section. . Commissioner Kuehnoel, second. Passed unanimously.

**Approve Memorandum of Understanding (MOU) with Washington State Patrol for criminal**

The Washington State Patrol (WSP) sent a required agreement to the District for approval and signature. The MOU is needed for the District to access Criminal Background Check services from the WSP.

The MOU was reviewed and it was clarified that the signing of the MOU with WSP is to maintain the current relationship. Commissioner Overmyer moved to approve the Memorandum of Understanding (MOU) between the Washington State Patrol and the Des Moines Pool Metropolitan Park District and to further to authorize and direct the Board President to sign two copies of the document to be forwarded to the Washington State Patrol. Commissioner Ross, second. Passed unanimously.

## INFORMATION ITEMS/COMMISSIONER REPORTS

President Achziger mentioned that September 15, 2015 is the pools 40<sup>th</sup> anniversary and suggested to Ken Spencer, Pool Manager, to be working on an event for that.

President Achziger proposed that Patrice Thorell, Senior Services Director, at City of Des Moines Parks and Recreation, come to the meeting next week to inform us what exactly she needs to from us to complete the Parks Master Plan. The bulk of the work is being done by them but they need some things from Des Moines Pool Municipal Park District.

Commissioner Kuehnoel would like to invite Patrice Thorell, Senior Services Director, at City of Des Moines Parks and Recreation, to come to talk about the Master Plan at the September 10, 2014, Special Meeting.

Commissioner Ross spoke with the Principal of Pacific Middle School regarding lessons for kids. She hopes the lessons will provide experienced swimmers that will enroll for the Junior Lifeguarding classes that start in fall and spring. Commissioner Ross and Ken Spencer, Pool Manager, will be working on Scholarship approval for said classes, once approval is received Commissioner Ross will proceed with enrollment.

Middle School night is September 12, 2014. This has been very successful in the past, Commissioner Ross is working with Ken Spencer, Pool Manager, for coverage. A garage band was acquired at no cost.

Commissioner Kuehnoel and District Clerk, Camille Moore will acquire catering for the September 13, Special meeting.

## NEXT MEETING

Wednesday, September 10, 2014, Special Meeting 4:00 pm, District Office


Saturday, September 13, 2014, Special Meeting, Des Moines Yacht Club

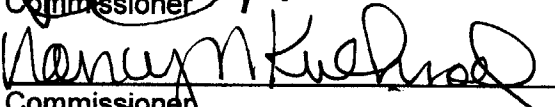
Tuesday, October 7, 2014, Regular Meeting, District Office.

## ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:04 p.m.

Respectfully submitted,  
Camille Moore, District Clerk

  
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