

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

**Tuesday, October 7, 2014**

**REGULAR MEETING MINUTES**

**Call to Order/Roll Call**

The Regular Meeting of October 7, 2014 was called to order by President Achziger at 4:00 p.m. Commissioner Kasnick led the flag salute.

Present were Gene Achziger, President; Commissioners Eric Kasnick, and Schell Ross. Also present were Camille Moore, District Clerk; Ken Spencer, Pool Manager and Scott Romano, Project Manager.

Clerk of the Board, Nancy Kuehnoel arrived at 5:15 p.m.

Commissioner Overmyer was absent.

**ADOPTION OF AGENDA**

Commissioner Kasnick moved to adopt the agenda; Commissioner Ross, second. Passed 3-0.

**PUBLIC HEARING**

**Proposed FY 2015 Annual Operating Budget**

President Achziger opened the Public Hearing at 5:10 p.m., asked for comments or questions and waited 5 minutes. No input received. President Achziger declared Public Hearing closed at 5:15 p.m.

**CITIZEN COMMENT/CORRESPONDENCE**

George C. Minnich was present. He is a resident in the pool neighborhood. He commented on concerns with parking. Driveways may be blocked and crossing 19<sup>th</sup> is a safety concern. He asked that we post flyers at the pool.

Flyers will be posted in pool along with measures currently being taken to help with parking issues.

**ADOPTION OF MINUTES**

**September 2, September 3, September 10 and September 13, 2014 Meeting Minutes**

Commissioner Kasnick moved to adopt the September 2, 2014 Regular meeting minutes as presented; Commissioner Kuehnoel, second. Passed 4-0.

Commissioner Kuehnoel moved to adopt the September 3, 2014 Adjourned Regular Meeting Minutes as amended; Commissioner Kasnick, second. Passed 4-0.

Commissioner Kuehnoel moved to adopt the September 10, 2014 Special Meeting Minutes as amended; Commissioner Ross, second. Passed 4-0.

Commissioner Ross moved to adopt the September 13, 2014 Special Meeting Minutes as amended. Commissioner Kuehnoel, second. Passed 4-0.

## STAFF REPORTS

### District Manager

- Normandy Park presentations were well received.
- Discussion of phasing out tablets.
- Attended and participated in September Board meeting
- Met with Jeanne Seger regarding contract and web site improvements
- Helped develop presentation for Normandy Park Metro Park folks
- Toured District with Steve Burke
- Visited pool with Steve Burke and Gene Achziger
- Participated in September 13 Board Workshop
- Met with Ken Spencer regarding redesigned agreement
- Attempted to contact Patrice Thorell regarding master planning
- Worked with EC Computers on equipment functions
- Retrieved "Bit-Locker" from QuickPlanet
- Placed Budget Hearing notices on web site and in *Seattle Times*
- Attended presentations in Normandy Park
- Met with Commissioner Overmyer and Brian Snure regarding Social Media Policy
- Sent Camille to October WCIA training and Board Meeting
- Responded to WCIA regarding IT Security Audit requirements
- Discussed Property Tax levy limitations and Public Notice with Toni Nelson
- Revised Budget Proposal with King County Assessor Revenue Estimates

### Project Manager

- New Exhaust fan installed
- Door orders in, possibility of being installed within the month
- Will be out Nov 4, 2014
- Looking into removing emergency exit sign on back room

### Pool Manager

- Swim Lessons up 10% from August
- Swim teams normal for season
- Hired Linda Mitchell from the "At work program" for regular cleaning, going well
- Updated FB page to include Pumpkin Plunge, Lifeguard Training and October swim lessons
- Discussed parking and loitering issues, discussion of cameras for parking lot surveillance
- Flyers are sent out to swim teams regarding parking and announcements are made, Tuesdays and Thursdays are the most difficult with parking.
- Swim team girls have been asked to park at school
- Farmers Market went well
- Replaced some of the shattered lane lines for safety

Commissioner Kasnick suggested possible use of parking passes.

Commissioner Achziger verified there were not continuing problems with the high school ball players parking in the pool parking lot.

## **STAFF REPORTS CT'D**

### **District Clerk**

- Met with Jeanne Seger on 9/10/14 and 9/17/14 regarding becoming responsible for updating minutes, meetings and upcoming events on the website.
- Updated website contact info and added Middle School Night to the What's New section and Pumpkin Plunge to multiple locations on site.
- Corresponded with Daniel Flores at King County regarding voucher request system and errors
- Worked with Nancy on catering for Retreat 9/13/14, returned catering supplies.
- Prepared resolution 2014-02, mailed one copy to King County Accounts Payable for Voucher authorization, put on website.
- Requested w-9's from Veronica Mendoza and Bill's Locksmith Services Inc
- Corresponded with Wells Fargo regarding mail being sent to the pool address and credit card still not being received.
- Scanned all of 2014, 2013, and 2012 signed meeting minutes.
- 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.
- Scanned and emailed Aug cc statements to TSF Financial.
- Uploaded and linked new Administrative Directive for website and informed Jeanne of broken links.
- Received and deposited 2500.00 check from Wells Fargo for secured deposit on new card.
- Created Thank you letters for Legacy Foundation Donations

## **VOUCHER APPROVAL**

### **Voucher Summary**

Commissioner Kuehnoel moved to approve the 9/15, 9/22, 9/26 and 10/6 Voucher summary in the amount of \$18,820.47; Commissioner Ross, second. Passed 4-0.

## **FINANCIAL REPORTS**

### **TSN Financial Report**

Reviewed and discussed.

## OLD BUSINESS

### Adoption of Revised Final Draft FY 2015 Annual Operation Budget

Commissioner Kasnick moved to approve the Final Revised Draft of the District's 2015 Fiscal Year Operating Budget, subject to final consideration on or before the December 2014 Regular Meeting of the District Board.

The Levy was discussed and Commissioner Kuehnoel suggested that Toni Nelson and Brian Snure give a presentation in January to create better of understanding of the process.

## NEW BUSINESS

### Extension No. 20 of Contract with Aquatics Management Group (AMG) for Pool Operations and Management

Commissioner Kuehnoel moved to approve the 20<sup>th</sup> extension of the existing contract between the Des Moines Pool Metropolitan Park District and the Aquatics Management Group be extended through December 31, 2014. Commissioner Ross, second.

Commissioner Kasnick abstained. Passed 3-0-1

### Approval for District Web Site management with Jeanne Seger dba Highline Design Alliance

Commissioner Kuehnoel moved to approve the proposed contract for We Site Management with Jeanne Seger dba Highline Design Alliance, with the effective date October 1, 2014- June 30, 2015. Commissioner Kasnick, second.

President Achziger abstained. Passed 3-0-1

### Continuation of Subscription to MRSC Vendor Roster

Commissioner Kuehnoel moved to approve the renewal of the District's membership in the MRSC Vendor Roster. Commissioner Kasnick, second. Passed 4-0

## INFORMATION ITEMS/COMMISSIONER REPORTS

Commissioner Ross is currently working on Middle School as an ongoing event. She requested discussion of purchasing a TV or projector for a movie night. The next Middle School Night is October 31, 2014.

Commissioner Kuehnoel moved to extend meeting by 10 minutes. Commissioner Kasnick, second. Passed 4-0

## NEXT MEETING

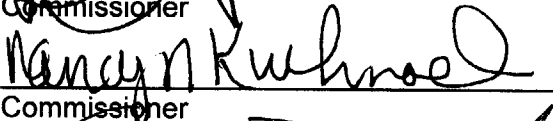
Regular Meeting November 4, 2014, at 5 p.m.

## ADJOURNMENT

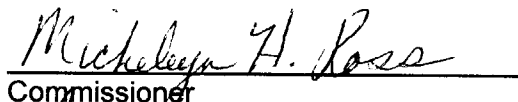
There being no further business to come before the Board, the meeting was adjourned at 7:08.

Respectfully submitted,  
Camille Moore, District Clerk

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner