

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

Tuesday, December 2, 2014 4:00 p.m.

SPECIAL MEETING MINUTES

Call to Order/Roll Call

4:02 p.m. the meeting was called to order by President Achziger. Commissioner Kasnick led the flag salute.

Present were President Achziger, Commissioners Kuehnoel, Ross, Kasnick and Overmyer. Also present were Rodger Bennett, District Manager, Camille Moore District Clerk, and Kenneth Spencer, Pool manager.

ADOPTION OF AGENDA

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

ADOPTION OF MINUTES

List of Minutes and dates

Commissioner Kasnick moved to adopt the 11/04/14 Regular meeting minutes as presented; Commissioner Kuehnoel, second. Passed unanimously.

Commissioner Kuehnoel moved to adopt the 11/11/14 Special meeting minutes as presented; Commissioner Overmyer, second. Passed unanimously.

VOUCHER APPROVAL

Voucher Summary

Commissioner Kuehnoel moved to approve the 11/10/14, 11/04/14, 11/17/14, 11/21/14 and 11/25/14 Voucher summary in the amount of \$29,914.32; Commissioner Ross, second. Passed unanimously.

CITIZEN COMMENT/CORRESPONDENCE

Review of the WCIA Appraisal Report and 2015 Property Tax Assessment.

STAFF REPORTS

District Manager

- Attended and participated in November Board meeting
- Followed up with Brian Snure on 2015 Property Tax Levy question
- Contacted County Assessor's Office regarding 2015 Property Tax Levy
- Modified Tax Levy Resolutions to reflect Refund inclusion policy
- Created accounts for Commissioners and staff on LocalGovU
- Completed application package for US Bank/State of Washington Purchasing Card
- Transmitted adopted budget and tax levy resolutions to Toni Nelson, County Council and County Assessor's Office
- Pursued contract discussions with AMG
- Arranged and attended Windows 8 training

STAFF REPORTS C'TD

- Completed mandated Open Meeting and Records Retention training (online)
- Met with Ken Spencer regarding contract proposals
- Participated in a District Calendar update discussion
- Prepared for December Special and Regular Meetings
- Getting AMG contract amendments to Katherine Kitts
- Submitting final paperwork for State Purchasing Program for Office Purchases
- Reviewed TSN Financial Reports

Pool Manager

- Lesson numbers up
- Water Exercise numbers down
- Advertising a December 25% off sale
- Harder to get new life guards right now
- Need new lane lines

District Clerk

- Met with Rodger and Nancy regarding updating 2015 calendar
- Renewed PO Box
- Worked with Jeanne Seger on becoming responsible for upcoming meetings in sidebar
- Kept Toni Nelson updated on Voucher process, any errors etc.
- Contacted Tanya at WCIA about no longer receiving paper copies of the newsletter as it is available on the website
- Worked with Jonathan Boon from EC Computers to remove excess Microsoft billing charges
- Added Budget and Financial Reports folder to SharePoint
- Left Cheryl Schmidt a message regarding correcting contact information for monthly reports from the county
- Started the modules in the online training with WCIA online
- Worked with Rodger on implementing a new invoice numbering system to prevent duplicate

RESOLUTION 2014-05

Modifying the FY 2014 Operating Budget

Increasing the 2014 Budget increasing the Transfer from the General Fund to the Capital Reserve fund from \$70,000.00 to \$72,042.46.

Commissioner Kuehnoel moved approval of Resolution 2015-05 increasing the Capital Reserve Fund Allocation by \$2,042.46. Commissioner Overmyer, second. Passed unanimously.

RESOLUTION 2014-06

Administrative directive for Commissioner Stipend Payments

There was discussion regarding a proposed Administrative Directive that would make a policy for payment of Commissioner Stipend for official representation of the District outside regular meetings of the Board of Commissioners. It was the consensus of the Board that the policy should apply to future performance and not to past incidents.

Upon a motion by Commissioner Ross, supported by Commissioner Kuehnoel and unanimously carried, Resolution 2014-06 approving and adopting, effective December 1, 2014 an Administrative Directive governing Commissioner Stipend Payments.

SET DATE FOR JANUARY 2015 MEETING

The District Manager will be unable to attend on January 6.

Commissioner Overmyer moved to postpone the January 6, 2015 to January 13, 2015 at 5 p.m. Commissioner Kasnick, second. Passed unanimously.

POOL OPERATIONS CONTRACT FOR SERVICES WITH AMG

Adopt in principle, contract terms agreeable to a one year agreement for operations of the Mt. Rainier Pool.

Commissioner Kuehnoel and Overmyer requested a meeting for further clarification of added positions.

Commissioner Kuehnoel moved to adopt in principle, terms agreeable to a one year agreement for operations the Mt. Rainier Pool. Commissioner Ross, second. 4-0-1 Commissioner Kasnick abstained.

INFORMATION ITEMS/COMMISSIONER REPORTS

Commissioner Overmyer will confirm the Des Moines Yacht Club for the January 17, 2015 Retreat. Commissioner Ross is still seeking a video set up for Middle School Night.

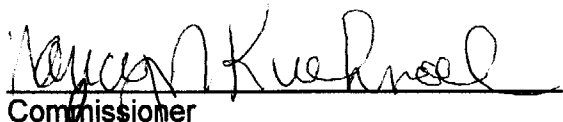
NEXT MEETING

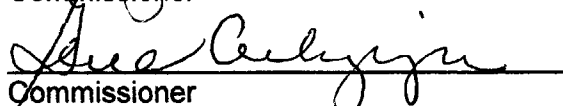
January 13, 2014, at 5 p.m.

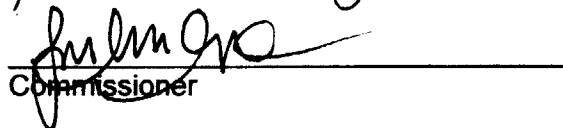
ADJOURNMENT

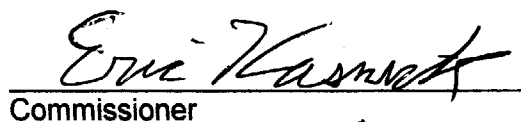
There being no further business to come before the Board, the meeting was adjourned at 5:50 p.m.

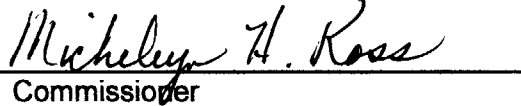
Respectfully submitted,
Camille Moore, District Clerk


Commissioner


Commissioner


Commissioner


Commissioner


Commissioner