

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

Tuesday, March 3, 2015 5:00 p.m.

REGULAR MEETING MINUTES

Call to Order/Roll Call

Meeting called to order by President Overmyer at 5:00 p.m. Commissioner Kasnick led the flag salute.

Present were President Overmyer, Commissioners Kuehnoel, Kasnick, Ross, Achziger, District Manager Rodger Bennett, District Clerk Camille Moore, and Jonathan Boon.

ADOPTION OF AGENDA

DMPMPD office lease was added as item 10.

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

DISCUSSION OF MEETING STRUCTURE

Technical support will be available 4:30-5:30 for all of the first of the month board meetings through August of 2015.

EC Computers will also be available every other Wednesday at the DMPMPD office.

Commissioner Overmyer asked for clarification of start date. This will start March 11, 2015 from 10:00 a.m. to 11:00 a.m.

The board is asked to have changes to minutes submitted or noted in SharePoint prior to meetings.

STAFF REPORTS

District Manager

- Prepared for February 3, Regular Board Meeting
- Attended and participated in February Board meeting
- Discussed Master Plan Proposal with Patrice Thorell
- Touched base with Brian Snure on ILA with City of Des Moines
- Reviewed proposals from City of Des Moines on Master Planning
- Attended February Master Planning Meeting at City Activity Center
- Assisted Camille in preparing February Special Meeting Agenda
- Revised and forwarded Board approved ILA with City of Des Moines
- Prepared response to IRS on missing 2012 Tax Payment
- Made contact with potential vendors for Pool card entry system
- Met/talked with potential Pool card entry system about specific needs
- Discussed IT training needs with EC Computers
- Discussed meeting control with IT and office staff
- Prepared for March regular Board Meeting
- Attended City Master Planning Session

TSN Financial Report

STAFF REPORTS C'TD

Pool Manager

- Schedule has been changed some. Flyer with schedule attached to agenda.
- Circulation
- Boiler water line was leaking
- Commissioner asked for clarification of if surge tank maintenance has been done, it has not yet.
- Gentlemen hired for light cleaning duties.

District Clerk

- Setup King County voucher system on new computer
- Researched recording device for meetings
- Contacted EC computers for setup FTP program for website files on new computer
- Transferred files from old computer
- Reviewed back up system with Jonathan Boon
- Worked with Toni Nelson and Commissioner Kuehnoel regarding 2012 1st quarter tax return
- Spoke with Ken Spencer regarding adding flyers from Pool advertising to DMPMPD website
- Researched bulk scanning companies for archives
- Posted flyers to DMPMPD website for Adult and Guard classes
- MRP Assessment Scanned and emailed
- Worked with EC Computers for training topics
- Completed jurisdiction survey for King County
- Researched meeting recorders
- Added flyers to website

CITIZEN COMMENT/CORRESPONDENCE

Mr. George Minnich expressed concerns regarding pool patrons parking on the street. The Board has confirmed that a sign was posted after the October 7, 2015 board meeting encouraging pool patrons to use pool parking and school parking if available.

The District Clerk emailed a copy of one of the signs posted on the bulletin board at the pool to Mr. Minnich and informed of the Boards concern with this issue.

ADOPTION OF MINUTES

2/03/15 Regular Meeting Minutes, 2/12/15 Special Meeting Minutes and 2/16/15 Special Meeting Minutes.

Commissioner Kuehnoel moved to adopt the 2/03/15 regular meeting minutes as amended; Commissioner Kasnick, second. Passed unanimously.

Commissioner Kuehnoel moved to adopt the 2/13/15 special meeting minutes as presented; Commissioner Ross, second. Passed unanimously.

Commissioner Ross moved to adopt the 2/16/15 special meeting minutes as amended; Commissioner Kuehnoel, second. Passed unanimously.

VOUCHER APPROVAL

Voucher Summary

Commissioner Kuehnoel moved to approve the 2/6/15, 2/17/15 and 2/20/15 Voucher summary in the amount of \$41,930.13; Commissioner Ross, second. Passed unanimously.

2015 FY OPERATING BUDGET REVISION

Rodger Bennett discussed using the Anticipated Resources Fund (Beginning Funds Balance) for the Contingency Allocations fund instead of the Anticipated Resources.

Commissioner Achziger asked for clarification of the amount to be moved, \$45,888.00

Commissioner Kasnick moved to approve Resolution 2015-01 modifying the FY 2015 Operating Budget.

PROPOSED ADMINISTRATIVE DIRECT PURCHASING AUTHORIZATION

Follows mostly past fiscal, i.e. purchase of computers and door repair.

Commissioner Ross moved to approve the revised Administrative Directive on purchasing and enter it into the District's Administrative Manual. Commissioner Kuehnoel, Second. Passed unanimously. (Included with minutes)

RENEWAL OF THE DMPMPD OFFICE LEASE

Lease renewal with increase of \$10.00 per month.

Commissioner Kuehnoel moved to approve the one year lease with the increase in office rent to \$625.00, approving District Manager Rodger Bennett to sign. Commissioner Ross, second. Passed unanimously.

INFORMATION ITEMS/COMMISSIONER REPORTS

Commissioner Achziger informed the Board Steve Burke has resigned from Tukwila Pool and that Commissioner Achziger would like to propose attaining a Pool Gift Certificate for Legacy Foundations Casino Night Fundraising Event.

Burien would also like to acquire a Certificate, the Board requested more information.

Commissioner Kuehnoel moved to approve \$100.00 from the Marketing Fund go to the purchase of the certificate for Legacy Foundations Casino Night Fundraising Event. Commissioner Ross, Second. Passed 4-1, Commissioner Achziger abstained.

Commissioner Ross is working to solidify Junior Lifeguarding Classes and discussed obtaining scholarship info.

President Overmyer attended Master Planning Meeting and felt that the people were very positive and energetic toward making Des Moines a better place.

-Add to April 7, 2015 Agenda Quarterly update for AMG and discussion of 40th Anniversary Planning.

President Overmyer requested that everyone look at the Snohomish and Lynnwood Pools websites and requested a SharePoint for Community Liaison discussion.

NEXT MEETING

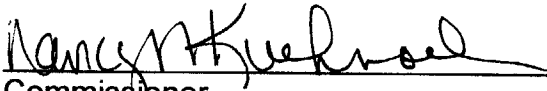
Special Meeting March 14, 2015, 9:00 a.m.

Regular Meeting April 7, 2015, 5:00 p.m.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:00 p.m.


Respectfully submitted,
Camille Moore, District Clerk



Commissioner

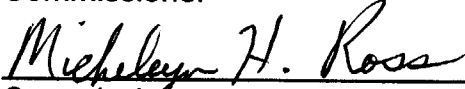


Commissioner



Commissioner

Commissioner



Commissioner

**DES MOINES POOL METROPOLITAN PARK DISTRICT
ADMINISTRATIVE DIRECTIVE**

PROCUREMENT (PURCHASING) PRACTICES

PREAMBLE

The Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) believes that a regulated method of acquiring goods and services is the best way to insure the timely supply of needed commodities while securing the lowest costs. It is the intent, therefore, to make certain definitions, provide authorizations, set limits and describe procedures that will provide timely, orderly and economical ways to carry out the daily business of the District. It is also the intent of the Board that all District procurements will occur within the provisions of Title 39.04, RCW and other pertinent provisions of the Revised Code of Washington.

LEVELS OF PURCHASES/CONTRACTS

Micro Purchases: Purchases of goods or services incidental to the normal operations, repair or maintenance of the District Office or the Mount Rainier Pool and whose aggregate cost is \$3,000 or less.

Limited Purchases: Purchases of goods or services associated with identified projects or programs and whose aggregate cost is greater than \$3,000 and less than \$35,000.

Contract Purchases: Purchases, programs or projects whose cost is expected to be greater than \$35,000 and whose details and parameters have been identified in detail in order to furnish potential suppliers with sufficient information to clearly understand the required finished result.

AUTHORIZED PURCHASING AGENTS

The District Manager is authorized to make Micro Purchases and Limited Purchases within the policies set forth by this Administrative Directive and within the confines of REW 39.04.155 described below. Expenditures made by contracted operators of the District must be approved by the District Manager.

The District Clerk is authorized to make routine purchases of office supplies or materials to support meetings of the District Board, all within the policies set forth for Micro Purchases.

In the absence of the District Manager, any two members of the Board of Commissioners, acting in concert, may authorize Emergency Purchases as described herein.

All purchases, including contract purchases, may be made by the Board of Commissioners in a regularly constituted meeting.

MAKING PURCHASES

Micro Purchases may be transacted with or without a documented price comparison search. It is acknowledged that many purchases in this category will have a cost of \$500 or less and can have a time factor involved that could cost the District more than the value of the commodity

being sought. Such transactions will generally be made with normal considerations of price, time, local availability and expediting the work associated with the purchase. It is also expected that any authorized individual will use good judgment in entering into transaction and will use the appropriate method of seeking the best value for the solution of the District's need.

Limited Purchases require evidence of a competitive price comparison process as described within Title 39, Chapter 04, Subsection 155 (RCW 39.04.155) of the Revised Code of Washington. A formal, sealed bidding process is not required for such purchases but verification of at least three potential price comparisons is. Limited purchases may also be made through the use of Board approved Inter-local Agreements (ILAs) that have been developed in compliance with REW 39.04.155 by agencies who will share those agreements with other governmental units in Washington. Examples of such lists are the Master Contract Usage Agreement between the State of Washington Department of Enterprise Services, The GSA Federal Supply Schedule or the Houston-Galveston Area Council (HGAC).

Contract Purchases are those goods and services associated with a large capital improvement public works project. All such transactions shall occur within the requirements of publication, bidding, bonding and management required by provisions of the RCW. Bid specifications will be prepared by an appropriate expert such as an engineer or architect, reviewed and approved by the District's Attorney and District Manager before being recommended to the Board for authorization to publish and call for bids. The Board may approve, or reject any or all bids as may be in the best interests of the District. The lowest responsible bid may be approved if deemed acceptable by the Board. Low bid may be rejected by the Board if found to be non-responsive under the definitions and terms of the RCW.

Sole Source Purchases, not requiring a competitive price comparison, may be made for *Micro Purchases* or *Limited Purchases* when such transaction would result in a more favorable result for the district. Examples of such desirable results might be: ready availability of required service of the product acquired; compatibility with existing products; extended guarantees; or other justifications. Every such purchase must be accompanied by a written explanation of the reasons that a sole source transaction was made. The explanation must be made a part of the normal documentation of the transaction.

Emergency Purchases may be made when the time involved in a price comparison process would result in human safety issues, system damage or harm and greater long term expense to the District. Once the emergency has been abated, a written explanation of the reasons to have made an *Emergency Purchase* must be attached to the normal documentation of the transaction.

SUSPENDED/DEBARRED PURVEYORS PROHIBITED

No transaction may be entered into or purchase made from an individual, organization or company whose name appears on a Federal or State published list of debarred or suspended vendors.