

**DES MOINES POOL METROPOLITAN PARK DISTRICT**  
**22737 Marine View Drive South, Des Moines**  
**WEDNESDAY, JULY 27, 2016**  
**5:00 p.m.**  
**SPECIAL MEETING MINUTES**

**Call to Order/Roll Call**

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

Present were President Overmyer, Commissioners Kuehnoel, Martinson and Dusenbury. Also present were District Manager Scott Deschenes, District Clerk Linda Ray, and Financial Analyst, Toni Nelson of TSN Financial. Commissioner Kasnick was absent and excused.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None**

**PUBLIC COMMENT -- None**

**MID-POINT BUDGET ACTUALS UPDATE**

The District's Financial Analyst, Toni Nelson of TSN Financial presented a mid-year review. She stated she had made a transfer in to the reserve account. Expenditures are running below projected. She recommended policy to have dialogue to appropriate line items.

Commissioner Martinson moved to authorize Toni Nelson (Financial Analyst) to make a budget adjustment based on June 2016 actuals. Commissioner Kuehnoel 2<sup>nd</sup>. No discussion. Passed 4-0.

**2017 BUDGET DEVELOPMENT PROJECT TIMELINE DISCUSSION:**

**a) INCORPORATING PLANNING BEST PRACTICES**

Discussion led by Toni Nelson. Standard policy should be to have a minimum of 3-month contingency reserve to cover unexpected repairs and projects.

**b) 2017 CAPITAL PROJECTS**

Discussion led by Commissioner Martinson. Offered to put together a summary log on projects and maintenance. Will deliver project summary to Toni Nelson in the next couple of weeks.

**c) 2017 CONTRACTS IMPACT**

Discussion led by Commissioner Dusenbury. Contracts for AMG, RFP for IT support, feasibility and aquatic studies done by end of year. District General Manager Deschenes suggested to set contracts at 2-3 years instead of year to year.

**d) 2017 PUBLIC OUTREACH IMPACT**

Discussion led by President Overmyer. Working with AMG on outreach programs.

**e) 2017 OVERALL FINANCIAL IMPACT**

Discussion led by Commissioner Kuehnoel. What documents do we need for certification of the levy process (needs resolution), and policies for budget cycle.

**2017 BUDGET PROJECT TIMELINE:**

Board discussion covering costs of feasibility study (\$75-\$100K), small projects in August (\$30K), safety audit, lifeguard audit (\$2K), whether the school district will insist on new roof (will be on November 2016 bond). District General Manager Deschenes will get a solid number to Toni Nelson.

**2017 BUDGET METRICS HOMEWORK:**

District General Manager Deschenes will create a dashboard based on each committee's own metrics.

**AMG BOARD SURVEY RESULTS:**

Discussion led by District General Manager Deschenes. Did not receive surveys from all board members. General discussion regarding each survey item.

## **SPECIAL MEETING MINUTES (continued)**

### **UPCOMING MEETINGS**

- August 2, 2016, Regular Board Meeting, 5:00 p.m., District Office.
- August 16, 2016, Work Session, 5:00 p.m., District Office.
- September 6, 2016, Regular Board Meeting, 5:00 p.m., District Office.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:25 p.m.

Respectfully submitted by District Clerk, Linda Ray.

Des Moines Pool District Board of Commissioners



Commissioner Kuehnoel



Commissioner Martinson



Commissioner Kasnick



Commissioner Overmyer

Commissioner Dusenbury

Linda Ray, District Clerk