

**TUKWILA POOL METROPOLITAN PARK DISTRICT**

**September 24, 2014 – 5:30 p.m.  
Council Chambers – Tukwila City Hall**

**BOARD OF COMMISSIONERS REGULAR MEETING MINUTES**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Board President Quinn called the Regular Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 5:37 p.m. and led the audience in the Pledge of Allegiance.

**ROLL CALL**

Jennafer Price Cargill, Executive Director, called the roll of the Board of Commissioners. Present were Commissioners Joe Duffie, Allan Ekberg, Verna Seal, De'Sean Quinn, and Kate Kruller.

**MOVED BY DUFFIE, SECONDED BY KRULLER TO EXCUSE COMMISSIONERS ROBERTSON, AND HOUGARDY. MOTION CARRIED 5-0.**

**TUKWILA POOL METROPOLITAN PARK DISTRICT OFFICIALS**

Brian Snure, Park District Attorney; Jennafer Price Cargill, Executive Director.

**CITIZEN COMMENTS**

There were no citizen comments.

**CONSENT AGENDA**

- a. Approval of Minutes: 8/27/14 (Special)
- b. Approval of Vouchers:
  - September 2: #367198 and 140700 in the amount of \$2,682.01.
  - September 15: #367230, 367275, 367276, 367295 and 367305 in the amount of \$5,279.86.
  - September 22: #367344, 367347, and 140904 in the amount of \$11,773.42.

**MOVED BY SEAL, SECONDED BY DUFFIE TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED 5-0.**

**REPORTS**

**a. Commissioners.**

There were no reports.

**b. Executive Director.**

Ms. Cargill reported that the time tracking document that the Commissioners received included errors and she distributed a corrected copy.

**c. Executive Director Committee (EDC) Report.**

- EDC agenda and summary minutes:

Ms. Cargill noted that the ED Committee recommended a change in upcoming meeting dates to Thursday, November 13<sup>th</sup> and Thursday, December 11<sup>th</sup>, replacing the meetings currently scheduled on November 26<sup>th</sup> and December 24<sup>th</sup>.

Board President Quinn asked the Commissioners to let Ms. Cargill know within a week if there were any conflicts for those dates.

#### **d. Operator**

Mr. Still, Director of Parks and Recreation for the City of Tukwila, stated that he and some of his staff are at the meeting to answer any questions that the board may have about the written report.

Commissioner Kruller asked Mr. Still if there was a plan to close the pool for two weeks before the TPMPD takes over.

Mr. Still stated that is addressed on page 15 of the agenda. He explained there is a need to perform pool maintenance, transfer of computers and to ensure that the pool is in top condition when the transfer occurs. However, the actual amount of planned closure time would be between 1pm on Dec 24 to whatever date the TPMPD decides to re-open. If more closure time is needed, that can be arranged.

Commissioner Ekberg agreed with the closure to train staff, swap equipment, etc. He asked who would be handling the changeover in utilities and the Logistics Committee was identified as having that on their task list.

Board President Quinn thanked Mr. Still for the working draft of the transition document.

#### **e. Financial and Support Services.**

- Financial report – no questions.
- Support services detail. It was noted that the packet included 2 copies of this report. The current month, plus a revised version of the previous month's report.

#### **f. Tukwila Pool Advisory Committee Report.**

Jeri Frangello-Anderson, TPAC member, reported on the recent activities of the Committee, some of which included the summer community barbeque, upcoming marketing events and a report on the work of the Budget and Logistics Committees.

Commissioner Kruller attended the TPAC meeting and encouraged TPAC members to collaborate with the Executive Director and the Board in reviewing advisory committee models at other pools with an eye on a more robust post-transition role for TPAC.

### **BUSINESS ITEMS**

#### **a. Ad Hoc Committee updates:**

##### **Budget Committee:**

Commissioner Ekberg reported that the Budget Committee is meeting weekly and some of the items that are being researched are treasury and Certified Public Accountant (CPA) services that are needed. The Committee is also forecasting future financial needs for the transition. The expenses related to information technology (IT) services are also being researched and how to store records and the Budget Committee has begun to look into that by forming a sub-committee.

Commissioner Kruller wanted to offer herself as a participant on a committee that addresses IT needs.

Commissioner Seal asked if City employees or School District employees will possibly receive free passes to use the pool and its services as was done in the past. She brought this up for discussion purposes and something that the Budget Committee may want to investigate.

Commissioner Duffie would like to suggest giving Disabled veterans passes to the pool to honor service people.

Commissioner Ekberg also mentioned that the Budget Committee will be recommending a benefits package for employees.

**5:55 p.m. Board President Quinn acknowledged that Commissioner Robertson entered the Council Chambers.**

Commissioner Robertson added that the Budget Committee may be recommending authorization of \$5,000 to hire an IT consultant to help bring the new system together and ensure it runs properly.

Commissioner Kruller offered to look into IT options and propose some recommendations. It may be as simple as hiring a service. She would be willing to do that as part of an independent committee or report back to the Budget Committee on what options are available.

**Ellen Gengler, 13727 Macadam Road South**, as part of the Budget Committee, explained they have already begun looking at various resources in partnership with Kim McCoy to find the best solution to the pool's IT and file retention needs.

Both Board President Quinn and Ms. Cargill agreed that in order to get a path forward as quickly as possible, an IT Committee should be established. Board President Quinn would like to see the interested parties come together with an initial plan by Monday.

Commissioner Kruller felt that the best possible scenario would be solid recommendations within a week and possibly have this resolved by Thursday. She would also like to defer choosing a POS system until a CPA is on board.

Board President Quinn clarified that he simply wanted to hear that the IT Committee had a path forward by Monday.

Commissioner Seal would like to know when the hiring for the lifeguards happen.

Ms. Cargill estimates that when the Aquatics Manager is identified he/she will possibly start work in mid-October. The first priority for that person would be to hire staff. In the meantime, Ms. Cargill is going to attend an upcoming pool staff meeting to inform the current staff of the job opportunities that will be available.

Hiring Committee:

Board President Quinn reported on the Hiring Committee. The committee had fifteen candidates to begin with and narrowed it down to the three that the Board met via Skype on September 23<sup>rd</sup>.

Logistics Committee:

Commissioner Seal reported that the Logistics Committee is working very hard and will start meeting weekly. They have created a replica of the William Shore policies because they felt the formatting was best suited for the pool. The committee is now going through each policy, reviewing them to see if they are applicable and adjusting as needed and looking at other pools' policies. They are also looking at all the contracts the City has plus anything that has to do with logistics.

**b. Budget Committee Recommendations.**

Commissioner Robertson stated that the Budget Committee has a schedule in the packet and the only change in the schedule is to move up the timeline on the CPA/bookkeeper recommendations and duties. They are going to break down those duties and recommend which services might be most useful to the Board. The committee would like to conditionally hire financial support services in October or November with Board approval. They are recommending this course because a CPA is so important in this transition and would like to have a CPA on board as soon as possible versus waiting until the November City Council Meeting. The budget will be ready for first review at the October meeting along with the transitional budget. The MPD Board will receive a copy of the transitional budget via email for review prior to the meeting and it was developed using worst case scenario, meaning every expense that could potentially come up is being budgeted for. In fact, the transitional budget is higher than originally planned

because of unexpected costs such as purchasing new furniture in case the City decides to take furniture which is City owned; it is possible that these items will need to be purchased.

**Jacque Carroll, 16241 49th Avenue South**, stated that the mural at the pool was paid for by the City. She hopes that everyone will consider the public good when dealing with what is City property and what is not.

Board President Quinn inquired of Commissioner Robertson if the Budget Committee is starting at square one and making assumptions that some furniture will actually need to be replaced.

Commissioner Robertson stated that the committee is trying to identify the total expense to replace furniture, computers, etc., that may need to be purchased that was not included in the existing budget.

Commissioner Duffie inquired as to the reason the furniture that is at the pool now cannot be transferred over versus starting from scratch.

Commissioner Robertson stated that it is unknown for sure what will happen, so as a worse case scenario, things were identified that may need to be purchased.

Mr. Still, Parks and Recreation Director, stated that the furniture in the pool area was purchased for the TPMPD for pool operations, so there will not be a need to purchase new furniture for the pool. Most things are being transferred with the building. If there are things the Board feels it does not need, let Mr. Still know and he will take care of those items. His staff is also in the process of developing an inventory that will clarify what is being left behind and what will be taken out.

Board President Quinn thanked Mr. Still for clarifying the issue about the furniture at the pool. He then asked the attorney if Commissioner Robertson's request about hiring a CPA required a motion to be made and is the attorney comfortable with that motion being made tonight knowing that it would not be officially approved until a later Board meeting.

Mr. Snure stated that he was comfortable with this position if the Board is willing to come back and approve the hire at a future meeting.

Commissioner Robertson stated that the Budget Committee will present a proposal for this hire at the October meeting and request approval of the proposal from the Board at that time. By then, there would be a better understanding of how much money to budget for this position, but he is fine if the preliminary approval happens tonight.

**MOVED BY KRULLER, SECONDED BY SEAL, TO AUTHORIZE THE AD-HOC BUDGET COMMITTEE TO EXPLORE AND RECOMMEND THE DUTIES FOR A CPA/ BOOKKEEPER/ OR WHOMEVER IS REQUIRED FOR THE FINANCIAL ASPECTS OF THE TRANSITION TO RUNNING THE POOL, BEGIN THE PROCESSES FOR CONDITIONAL HIRE WITH POSTING AND BE PRESENTED TO THE MPD BOARD IN OCTOBER WITH RATIFICATION AND MOVE FORWARD IN NOVEMBER. \***

Commissioner Ekberg feels that everything Commissioner Kruller outlines in the motion is in the scope of work and is in favor of the motion, but questions whether or not a motion is required.

Board President Quinn thinks the intent of the motion is a good one in that it allows the Ad Hoc Committee to move forward with the work. He agrees that even if it's not necessary to have a motion, it is valuable for the Ad Hoc Committees to know they can do that.

Commissioner Duffie feels it is premature to give the committee hiring authority and therefore would vote against the motion.

Commissioner Kruller feels this motion is important to pass so that if the Budget Committee finds the right opportunity sooner rather than later, they will have some authorization to engage those services. She also feels that it's important to authorize the Committee to take action before they do, rather than after the fact.

The Board redefined the idea of posting the CPA position to engage in a search for a CPA/Bookkeeper.

Commissioner Kruller felt that this position needs to be filled before the November meeting to move forward with the transition.

Commissioner Duffie would like the attorney to explain what this motion means.

Mr. Snure believes the motion is authorizing the committee to do what they propose to do and authorize them to make a conditional hire as soon as they are ready. It would allow the process to go faster.

**\*MOTION CARRIED 5-1**

**c. Aquatics Manager Hire**

Board President Quinn reminded those present of the special meeting held September 23<sup>rd</sup> regarding the hiring of the Aquatics Manager. The Board was able to Skype with the three candidates and ask interview questions. Tonight the Board will decide which candidate will receive the offer for the position.

**Alma Villegas, 10627 53<sup>rd</sup> Avenue South, Seattle**, is part of the Hiring Committee and wanted to reiterate some of the comments she has made within the committee for the record. She was concerned that the original job description was missing the requirement for the candidates to have prior experience working with diverse populations such as those in Tukwila. She proposes that the Board delay hiring if they are not satisfied that the candidates have worked with a demographic similar to Tukwila's.

Commissioner Kruller asked Ms. Villegas as part of the Hiring Committee, did she feel that the final candidates chosen were not qualified for the job?

Ms. Villegas stated that that was not her opinion, but felt that having the diversity qualification on the list of requirements may have better prepared the respondents for the position, even though a question was asked during the interview process. She wants to ensure that future job descriptions include that as a qualification.

**Kim McCoy, 14202 56<sup>th</sup> Avenue South**, who also served on the Hiring Committee, wanted to ensure that the Board keep a second candidate in mind should the first candidate refuse the job.

Commissioner Ekberg read the question that was asked of each candidate yesterday during the interview process. "Our middle and high schools have seventy different languages spoken; tell us how you would build relationships with that level of diversity and ensure their sustainability and provide examples of past successes in this area."

Ms. Cargill wanted to confirm that during first screening interviews there were multiple questions asked concerning diversity. In the second and third interviews there were also questions regarding diversity. Board President Quinn stated the discussion about which candidate will be offered the position will be done in Executive Session.

**d. Unclaimed Property Resolution**

**MOVED BY DUFFIE, SECONDED BY SEAL, THAT THE RESOLUTION BE READ BY TITLE ONLY.  
MOTION CARRIED 6-0.**

**A RESOLUTION OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT AUTHORIZING  
THE CANCELLATION OF OUTSTANDING CLAIMS AND PAYROLL CHECKS.**

**MOVED BY SEAL, SECONDED BY ROBERSTON THAT THE RESOLUTION BE APPROVED AS  
READ.\***

Commissioner Kruller inquired of Ms. Cargill on whether this resolution is a housekeeping issue or is there more to it.

Ms. Cargill stated that it was essentially a housekeeping issue and a legal requirement to move forward in the process.

**\*MOTION CARRIED 6-0**

**e. Next meeting is October 22, 2014.**

**MISCELLANEOUS**

Commissioner Duffie feels that the lifeguards currently working at the pool should be able to retain their position if they want to continue working.

Ms. Cargill reassured Commissioner Duffie that the reason she will be attending the pool staff meeting will be to encourage the current lifeguards to reapply. The TPMPD would like to have every one of those guards retained.

Commissioner Duffie asked if a current lifeguard submits an application for employment are they guaranteed a position with the TPMPD. Ms. Cargill stated that she is unable to guarantee any positions.

Commissioner Duffie feels current employees should be able to apply with the guarantee of the job they currently hold.

Commissioner Kruller understands that legally there can be no guarantees, but feels the Board should utilize the qualified staff already in place. The process of moving the guards to the new system is an HR type move and feels the guards should be confident in their applications as it is the intent of the TPMPD to convert as many staff as possible.

Mr. Snure stated that if the Board would like to take the position that the lifeguards have guaranteed employment, the Board can do so.

**MOVED BY DUFFIE, SECONDED BY EKBERG, TO MAKE SURE THAT ALL CURRENTLY EMPLOYED LIFEGUARDS AT THE POOL WILL CONTINUE TO BE EMPLOYED WITH THE TPMPD POOL IF THEY SO CHOOSE.**

Commissioner Kruller would like to ensure employees are informed that they will still have a job during and after the transition; however, that does not mean everything will remain the same, i.e., days, shifts, etc.

Mr. Snure stated that if the Board would like to direct Ms. Cargill to state at the meeting that all lifeguards in good standing as of December 31, 2014 will have a job, but to expect changes in days, shifts, etc., the Board can do so.

Commissioner Seal was not prepared to make this type of decision at this meeting. This is a policy decision and needs to wait until the next meeting in order to do more research into the effects of this decision.

Commissioner Robertson said that during the last Budget Committee meeting, they were looking at staff expense to come up with an estimate for the budget. He shares Commissioner Seal's concern and while he would like to offer all the employees jobs, there is no staffing plan at this time which makes estimating difficult. He will be voting no on the motion only because there needs to be more in-depth review before going forward.

Commissioner Duffie pointed out that the young people are dependant on these jobs and feels the Board needs to support them by letting them keep their jobs.

Board President Quinn, in speaking to the motion as it relates to the lifeguards, feels that it is important for the lifeguards to feel confident that they will continue to have a job. The details of the positions would need to be worked out. His understanding from the MPD attorney is that there is no guarantee of what the

conditions of employment will be, just that they will have employment should they want to continue with the pool. He is comfortable with the motion regarding the lifeguards.

Commissioner Seal knows most of the lifeguards personally and wants to support them, but the Board has a fiduciary responsibility to the budget and staffing plan. She will most likely vote for the motion because the Board had this discussion and that was her point, to really think it through before voting.

Mr. Still was thankful that the Board was discussing this issue now and this will allow Ms. Cargill and him to address the pool staff with the understanding that there is an opportunity for all of them to continue with the TPMPD. They will have to apply again because this is a transition from one employer to another, but they know they are encouraged to apply.

Commissioner Ekberg has always thought that the expectation would be to convert all the lifeguards from the City to MPD. He wanted the motion to read: "It is the expectation of the Board to convert lifeguards to employees for the MPD."

Commissioner Kruller feels Commissioner Duffie's wording is fine; the intent is clear. This is a lifeguard retention policy.

Commissioner Robertson requested to have the wording of Commissioner Duffie's motion read back. While he is for the intent of the motion, the TPMPD has budget constraints and that is where his concern lies.

Commissioner Ekberg believes that not every one of the lifeguards will want to remain employed by the pool. He also pointed out that an employee may be in the middle of a warning cycle or performance improvement plan.

Board President Quinn summed up the discussion about the lifeguards, the jobs that may be available and the budget issues. There is a motion on the table and the Commissioners should vote how they feel best.

Board President Quinn stated that Commissioner Robertson had to leave the meeting for an emergency.

Commissioner Kruller thinks there is a possibility that there will be a lot of vacancies on the lifeguard staff, but would like to ensure that the wording in the motion by Commissioner Duffie reflects what his intent was before voting.

Ms. Cargill suggested an alternative wording of the motion to be: If you are an employee in good standing by December 31, 2014 you will be an employee of the TPMPD on January 1, 2015.

Mr. Snure suggested the word "employee" be clarified as "lifeguard".

Commissioner Duffie and Commissioner Ekberg accepted the suggested changes in wording to the motion.

Commissioner Seal wanted to clarify that she appreciates the pool staff and has enjoyed working with them. She has been in the staff's corner since the beginning.

Board President Quinn called for a vote on the motion with the expected adjustments to the language.

**\*MOTION CARRIED 6-0.**

**Kim McCoy, 14202 56<sup>th</sup> Avenue South**, suggested that once the Aquatics Manager is hired that this person may wish to define the staffing needs.

Board President Quinn brought up that the fourth Wednesday of the month is not the best meeting day or time for him and hopes to have a discussion with entire Board about changing that soon.

Commissioner Duffie agrees that the meeting day needs to be discussed with the entire Board.

**EXECUTIVE SESSION**

Board President Quinn announced the TPMPD Board will adjourn to go into an Executive Session pursuant to RCW 42.30.110(1)(g) to discuss:

1. To review the qualifications of applicants for public employment; and
2. To review the performance of a public employee.

It will last no more than 15 minutes (ending by 8:00 p.m.), and no decisions will be made during the Executive Session. After the Executive Session, the Board may choose to take action. The public will be re-admitted to the Council Chambers at that time.

Start: 7:46 p.m.

Attendees: Brian Snure, TPMPD Attorney; TPMPD Commissioners Joe Duffie, Dennis Robertson, Allan Ekberg, Verna Seal; De'Sean Quinn, Kate Kruller.

The session was then extended an additional 45 minutes.

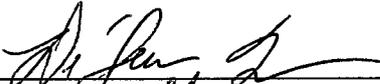
End: 8:45 p.m.

Board President Quinn reconvened the Regular Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 8:45 p.m.

**MOVED BY SEAL, SECONDED BY KRULLER, TO MAKE AN OFFER OF EMPLOYMENT TO DAVE PERKINS FOR AQUATICS MANAGER. MOTION CARRIED 6-0**

**ADJOURNMENT**

**8:46 p.m. MOVED BY SEAL, SECONDED BY KRULLER TO ADJOURN THE TUKWILA POOL METROPOLITAN PARK DISTRICT MEETING. MOTION CARRIED 6-0.**

  
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De'Sean Quinn, President, Board of Commissioners

  
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Minutes by Lady of Letters  
Reviewed/edited by Jennifer Price Gargill, Executive Director

*Kate Kruller, Clerk of Board*