

TUKWILA POOL METROPOLITAN PARK DISTRICT

**October 9, 2014 – 6:30 p.m.
Council Chambers – Tukwila City Hall**

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER:

Board President De'Sean Quinn called the Special Meeting of the Tukwila Pool Metropolitan Park District to order at 6:35 p.m.

OFFICIALS

Board President De'Sean Quinn, Commissioners Joe Duffie, Dennis Robertson, Allan Ekberg, Verna Seal, Kathy Hougardy and Kate Kruller

TUKWILA POOL METROPOLITAN PARK DISTRICT OFFICIALS

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

Board President Quinn stated the agenda is being amended to include Citizen Comments after the Executive Session

EXECUTIVE SESSION

Board President Quinn announced the TPMPD Board will adjourn to go into an Executive Session to discuss.

To evaluate qualifications of applicants for public employment and to review the performance of a public employee pursuant to RCW 42.30.110(1)(g);

It will last no more than 60 minutes, 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: 6:37 p.m.

Attendees: Brian Snure, Park District Attorney; Jennafer Price Cargill, Executive Director; TPMPD Commissioners Joe Duffie, Dennis Robertson, Allan Ekberg, Verna Seal; Kathy Hougardy, De'Sean Quinn, and Kate Kruller.

6:50 p.m. Jennafer Price Cargill left the Chambers

The session was extended an additional 60 minutes

End: 8:33 p.m.

Board President Quinn reconvened the Special Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 8:34 p.m.

CITIZEN COMMENTS

Jacqueline Carroll, 16241 49th Avenue South, she felt the best practice would be that the Executive Director focus on budgeting and the needs of the pool itself and the Aquatics Manager focuses on pool management. Then have the Executive Director report to the board.

BUSINESS

2.1 TPAC presentation and discussion regarding pool transition information table.

Vanessa Zaputil, 15171 52nd Avenue South, gave a presentation from the TPAC meeting. At that meeting it was agreed that a manned informational table with an FAQ hand-out regarding the transition would be helpful during the 41st Birthday Swim-a-Thon on October 18th. The Committee requests permission to work with the Executive Director to facilitate this table TPAC would also donate a birthday cake for the event. If this is successful, members of the committee would like to have this informational table again in November and December

2.2 Discussion regarding Information Technology items and possible action.

Commissioner Kruller handed the Commissioners an email from Robert Eaton talking about processes and a website of a contractor The important part is the motion proposed on page two During her research she discovered that the pool could go through the Department of Enterprise Services with Washington State to get access to a Master Contractors list. This would save time although, it would incur an expense of 15% of the contract the pool signs with the contractor for services The pool would need to fill out a Contractor Master User Agreement among other requirements The reason she included the website of this particular contractor is because they are on the Master Contractors list and have excellent references from customers that she was able to contact. Contracts can be done by project or by time and materials, whichever suits the pool's needs The other two ways of getting a contractor are very time consuming

MOVED BY SEAL, SECONDED BY DUFFIE TO RECOMMEND THAT THE BOARD AUTHORIZE THE IT COMMITTEE CHAIR OR EXECUTIVE DIRECTOR TO COMPLETE THE MCUA DOCUMENTS AND AUTHORIZE THE BOARD PRESIDENT TO SIGN ALL NECESSARY DOCUMENTS TO ENTER INTO A CONTRACT WITH CASCADE COMPUTER MAINTENANCE INC. FOR IT SERVICES NOT TO EXCEED \$15,000.*

Commissioner Kruller commented that the original budget was \$5,000, but she and Commissioner Robertson did some revisions and came up with \$15,000, the actual expense could be less

Commissioner Robertson stated that it was up to the IT Committee to come up with the estimate

Ellen Gengler, 13727 Macadam Road South, wanted to clarify that the IT budgeted amount was only for consulting services during the transition period and does not include equipment. She also felt that the new budget amount was more than truly needed.

Commissioner Ekberg thanked Commissioner Kruller for the information she brought to the Board and inquired about alternatives that were researched

Commissioner Hougardy stated that there are only two or three ways for a public entity to hire contractors as she learned from the attorney and contract professionals One is to put the project out for an RFP bid which is a long process, or go to a second tier list like State of Washington Department of Enterprise Services, or go to a Master Contract process with some other agency The other reason for going with the DES and choosing only three to five contractors is the contractors could have access to discounts for purchasing the equipment needed. The hourly wage will be determined in the process of hiring the contractor

***MOTION CARRIED 7-0.**

2.3 Discussion and possible action regarding Aquatic Manager Contract.

Vanessa Zaputil, 15171 52nd Avenue South, stated that the Executive Director should be the buffer between the operations and the Board She has concerns about the Aquatics Manager's job contract and

offer letter not having guidelines She recommends removing the reporting detail and allowing the hiring process to continue

Kim McCoy, 14202 56th Avenue South, feels that the Aquatics Manager should directly report to the Executive Director, and the Executive Director should be allowed to direct and execute her duties per her role.

MOVED BY SEAL, SECONDED BY HOUARDY TO AUTHORIZE THE PRESIDENT AND OUR ATTORNEY TO NEGOTIATE A CONTRACT WITH THE AQUATICS MANAGER BASED ON THE PARAMETERS DISCUSSED IN EXECUTIVE SESSION. MOTION CARRIED 7-0.

2.4 Discussion and possible action regarding Executive Director contract.

MOVED BY HOUARDY, SECONDED BY SEAL THAT THE BOARD PRESIDENT APPOINT A SUB-COMMITTEE TO WORK WITH THE EXECUTIVE DIRECTOR REGARDING HER CURRENT CONTRACT FOR EMPLOYMENT. MOTION CARRIED 7-0.

MISCELLANEOUS

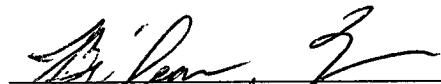
Commissioner Robertson read a letter stating he is resigning from the TPMPD Board effective October 10, 2014 due to health issues He thanked everyone for letting him be a part of this great Board

Board President Quinn officially accepted Commissioner Robertson's resignation and expressed his hopes for a speedy recovery

The Commissioners each expressed appreciation for Commissioner Robertson and thanked him for his work on the TPMPD Board

ADJOURNMENT

9:13 p.m. MOVED BY DUFFIE, SECONDED BY SEAL TO ADJOURN THE TUKWILA POOL METROPOLITAN PARK DISTRICT MEETING. MOTION CARRIED 7-0.



De'Sean Quinn, President, Board of Commissioners



Minutes by Lady of Letters
Reviewed/edited by Jennafer Price-Cargill, Executive Director

Kate Kruller, Clerk of the Board