

TUKWILA METROPOLITAN PARK DISTRICT

**September 24, 2015 6:30 p.m.
VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM**

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Board President Kruller called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:35 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Joe Duffie, Verna Seal, Kathy Hougardy, De'Sean Quinn and Kate Kruller.

MOVED BY HOUGARDY, SECONDED BY DUFFIE TO EXCUSE ALLAN EKBERG. MOTION CARRIED 5-0.

Marissa Fitzgerald led the Pledge of Allegiance.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager; Marissa Fitzgerald, Assistant Aquatics Manager; Kim McCoy, Administrative Director and Brian Snure, Attorney

CONSENT AGENDA

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

CITIZEN COMMENTS (Limited to 4 minutes)

There were no citizen comments

CONSENT AGENDA

- a. Approval of Minutes: 8/27/2015
- b. Approval of Vouchers: 9-02-2015; 9-14-2015; 9-17-2015; 9-22-2015

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

REPORTS

a. Commissioners

Commissioner Hougardy reported that she attended the last pool event. Attendance by the public was lower than she had expected, but everyone seemed to enjoy the event.

Commissioner Seal said that she had found a box of older TMPD documents stored at her house. She went through them and took out papers she thought might be important. The rest of the box she has given to Mr. McCoy.

b. Executive Committee

No meeting was held.

c. Administrative Director

Mr. McCoy stated that on page 9 of the packet, there was a customer request for a shorter time length pool pass as the quarterly family pass is \$342 for residents, \$430 for non-residents. For working families, this can be a large sum of money to come up with all at once. Mr. McCoy would like to recommend the Pool consider monthly passes at \$124 for residents and \$155 for non-residents.

The Board and Mr. McCoy discussed the different options and prices that may be available; however, this arrangement would take policy change. The Commissioners agreed that this needs more research and proposed policy change.

Commissioner Quinn said that is the Board's responsibility to take a good look at this, but keeping revenue in mind. Being a self sustaining pool, revenue is what keeps the pool open.

Commissioner Hougardy agrees this needs to be studied from multiple viewpoints and action taken slowly to see the impact lower prices could have on revenue streams.

Board President Kruller would like to see the whole dashboard of what the revenue is now on passes and how the proposed rate changes would impact the pool. After that data has been put together, and then a conversation with Mr. Dance would be in order. Ms. Kruller also suggested some more creative ways people might get discounted passes such as doing volunteer work for the pool. But again, this needs to be taken under advisement. She would like to ask that TPAC look at it first and then submit a proposal after they have studied the issue.

Mr. McCoy stated that there is the scholarship program available, which has primarily been used for swim lessons, but can be used for monthly memberships if families meet the qualifications.

Mr. Perkins has heard citizens inquire about monthly passes and he feels the prices may be a bit high for some folks, but agrees more study is needed.

Mr. McCoy reported that there are some technology items that need to be handled such as the network security firewall license that will be expiring at the end of the year and needs to be renewed. Mr. McCoy spoke with Cascade Computers and their recommendation was to purchase the two-year license extension as that is most cost effective. There are some firmware and software updates also needed. He will bring in a more formal proposal, including costs, for this work at the next meeting.

Board President Kruller stated that there was a huge drain on the technology budget in setting up and moving the operation to be self-sustaining. In future years, this will not be the case, but the Board should look at the budget carefully next year to see that technology is adequate funded. She asked Mr. Dance for recommendation for handling these issues.

Mr. Dance stated that funds can be moved over, if the Board agrees, from budget items that have not been used. The budget was set up with little background to base it on for the large purchases and professional services that were needed. His recommendation is to not move money in the budget at this time.

Commissioner Hougardy suggested that this conversation be continued in item 'e' so that the Aquatics Manager can give his report.

Commissioner Duffie asked if the pool is working within the budget or is it experiencing cost overruns.

Mr. Dance replied that the pool is earning less than anticipated, but the expenses are very close to the budgeted amounts.

Board President Kruller stated this needs more study, but things like firewalls and flooring are very important items that need to be handled quickly. Other things, such as sound abatement, can wait.

Commissioner Quinn said that it is important that the budget and spending are discussed and the Board needs to know if the pool is operating under deficit spending.

Board President Kruller said that her interest in knowing the break-even point in the transition is still at the top of her list, but knowing if the pool is going to be able to continue operating is more important. She feels the Board needs to start working on the draft budget with TPAC.

Commissioner Seal feels these issues with technology and the license are items that must be done, other things like upgrades are nice, but can wait.

The consensus of the Board is to have the SonicWALL license extended before it runs out at the end of the year.

d. Aquatics Manager

Mr. Perkins introduced the new Assistant Aquatics Manager Marissa Fitzgerald. Swim teams are now meeting at the pool for Kennedy and Foster High Schools. White Water is with the pool again and will have a meet after the Special Event on Saturday October 17th. There are three day care classes taking lessons at the pool. There are also two scuba teams and one synchronized swimming team using the pool as well. Forth quarter swim lessons start next week. The PE classes have started from Foster High School every day from 12:45 p.m. to 2:30 p.m. Therapy classes will start soon and Mr. Perkins will report back on how that works.

e. Financial Support Services – GDM Financial Solutions

- (1) Balance Sheet – August 31, 2015
- (2) Profit and Loss – August 2015
- (3) Budget vs. Actuals January – August 2015
- (4) Property Tax Proceeds Chart 2015 Budget vs. Actual

Mr. Dance asked the Board to turn to page 22 in the packet. This is the first page of the balance sheet which has the three cash accounts listed. He documented where these monies come from and what expenditures are made. He drew attention to the account called 'Credit Card Clearing'. This is the account that Rec 1 deposited monies into not belonging to the pool and Rec 1 has now sent a check to the Acworth Football and Cheerleading Association to correct the issue. Now TPMPD will reimburse Rec1 minus expenses, but the net amount has yet to be determined.

Page 23 details the revenue side of the financial statement. The pool is having great success with rental income. In October, the property taxes will be paid, so that will increase the coffers.

Board President Kruller asked if this current budget will be a good footprint to start from on next year's budget.

Mr. Dance said there should be more information from 2013, 2014 and 2015 to compare and look back on when forming the 2016 budget.

Board President Kruller feels the Board needs to be actively involved with the budget process along with Mr. Dance and TPAC.

Commissioner Seal proposes that the Board have a draft budget workshop to get a base before handing the task to TPAC.

Board President Kruller would like to have more clarity as to what is the expected outcome of looking at past budgets. Going to the City and digging up the budgets and expecting lay people to understand the numbers may not be the best use of time. The Board and others depend on professionals to handle this type of research. She would like to see some kind of plan going forward. She knows how to form budgets, but is concerned that fiduciary obligations may not be met.

Commissioner Quinn feels the Board needs to hear from Mr. Dance on what he would need from the Board to begin the budget process.

Mr. Dance said the information on the past budgets should be available from the City. Trends need to be studied of the revenue before versus now and where the expenses were in the past.

Vanessa Zaputil (in the audience) stated that most of this information is available online and she has a line item budget from the City that may be helpful.

Board President Kruller will be asking for a Budget Committee chair. Commissioner Seal volunteered to chair the Budget Committee

Commissioner Seal asked Mr. Dance what exactly he would like to see as far as information from the Budget Committee to start the conversation in October.

Mr. Dance stated that he needs the research from the past two or three years and what categories are needed to meet the pool's needs. He also needs to have good identifiers and descriptions of each line item.

Mr. McCoy stated that he would get the budget information from the last two years and send it out the first part of next week to Mr. Dance and the Board.

Commissioner Seal will get the actual revenues for the last couple of years.

Mr. Perkins is requesting more GL accounts so he can follow the budget more closely. He will go through what is there now and be specific about the categories he feels are necessary.

Board President Kruller would like to use the Executive Committee meetings and devote them to budget concerns for the rest year if everyone agrees to that.

All information will go to Mr. Dance and he will build a master budget with feedback from the Board. He will attempt to have a budget template at the next TPAC meeting.

f. Tukwila Pool Advisory Committee (TPAC):

(1) TPAC Chair report

Vanessa Zaputil submitted the TPAC report. The attendance was lower at the last event. TPAC feels this was due to school being out so that school distribution was not there for this event. The backpack distribution is critical to getting higher attendance. The October event will feature a floating pumpkin patch and the first 100 kids will get a pumpkin. TPAC is requesting that a member of the pool staff be at these events. TPAC will be attending the Executive Committee meeting to assist with the budget.

(2) TPAC Minutes of August 1, 2015

BUSINESS ITEMS

a. Adopt Employee Handbook (Appendix A)

Brian Snure reformatted the Employee Handbook and removed some sections that would be difficult to enforce. He also consolidated a few items and clarified the travel expenses. Most policies are in good shape. He recommends approval.

Note: The Employee Handbook was reviewed and re-enumerated by attorney Brian Snure. The document is provided here to consider for adoption.

- (1) A motion by the Tukwila Pool Metropolitan Park District (TPMPD) and the Board of Commissioners (BoC) to adopt the Employee Handbook.

MOVED BY SEAL, SECONDED BY DUFFIE TO APPROVE AND ADOPT THE EMPLOYEE HANDBOOK. MOTION CARRIED 5-0.

b. TPMPD Governance Change – Status update (discussion)

- (1) Proof copy of text of City of Tukwila Proposition 1 for inclusion in the King County Elections Voters Pamphlet for the November 3rd elections.

There was a complaint that Commissioner Duffie spoke at a School Board Meeting as a Pool Board member. Mr. Snure read the minutes of the meeting and determined that Commissioner Duffie made it clear that he was speaking as a citizen and not a member of any Board or Council.

At 8:13 Commissioner Quinn left the meeting.

c. TPAC formation

Attorney Brian Snure presented 2015-9 (20) regarding the change to a five person makeup of the TPAC Advisory Committee.

MOVED BY SEAL, SECONDED BY HOUGARTY TO HAVE THE RESOLUTION READ BY TITLE ONLY. MOTION CARRIED 5-0.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT REPEALING RESOLUTIONS 8, 10 AND 11 AND AUTHORIZING THE REVISED ESTABLISHMENT OF THE TUKWILA POOL ADVISORY COMMITTEE.

MOVED BY SEAL, SECONDED BY HOUGARTY TO ADOPT RESOLUTION 2015-9 (20) AS WRITTEN. MOTION CARRIED 5-0.

d. Maintenance and CIP Update – Status update (discussion)

CIP issues for the most part have been raised to TPAC for study and review. Staff will notify TPAC and the BoC of items they believe to be of high priority as regards safety or operations.

- (1) Pool & Shower Room Floor Surface – Armorclad

Mr. McCoy stated that he was in touch with Armorclad, which is the company that originally installed the floor. There is a one year warranty against defects; however, slippery when wet is not considered a defect. The floor was installed according to customer order; however, troweled installation was recommended at the time. The company warned the previous operator that more maintenance would be needed on this floor yearly. To perform the recommended maintenance would cost about \$9,000 and would take three days to complete. To upgrade to the troweled installation would cost about \$45,000 and take three weeks to finish. There is a troweled section installed by the lift chair and there have been no reported slips on that section.

Commissioner Seal asked Mr. McCoy to use MRC roster to obtain other flooring bids through the Small Works roster.

Mr. McCoy and Mr. Snure will work together getting the RFIs out to receive three bids as soon as possible. The number one priority is to protect against falls and potentially liability.

If the estimates can be done by October 7th, the Executive Board will study them during that meeting.

Ellen Gengler (in the audience) suggested mats in the interim to prevent falls.

Mr. Perkins will look into the price of these mats and he has the Board's approval to purchase these mats, if costs are reasonable, to use until the flooring can be sorted out.

(2) Natatorium Lighting Replacement

This item is suspended for tonight's meeting and will be taken under advisement at a later date.

e. Marketing for October Special Event, note upcoming events

- (1) October Event – 'Pumpkin Plunge' – Oct. 17th
- (2) November Event – 'Turkey Races' – November 21st
- (3) December 'Winter Fiesta' – December 19th

f. Next TPMPD Executive Committee meeting is Wednesday, October 7, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S. 144th, Tukwila, WA 98168.

g. Next TPMPD Board of Commissioners meeting is Thursday, October 22, 2015 at 6:30 p.m. at Valley View Sewer District, Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA, 98168.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURNMENT

8:40 p.m. MOVED BY DUFFIE, SECONDED BY SEAL THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 5-0.

Kate Kruller, President, Board of Commissioners