

DRAFT TUKWILA POOL METROPOLITAN PARK DISTRICT

June 12, 2017

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

President Frangello-Anderson called the meeting to order at 6:01p.m. and read the mission vision and values statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and Staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioner Frangello-Anderson, Commissioner Gengler and Commissioner Zaputil

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Michelle Simpson, Aquatics Manager and Aaron Shipman, TPAC Representative

MOVED BY COMMISSIONER ZAPUTIL TO EXCUSE COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER GENGLER.

Commissioner Zaputil added, the TPAC report and a replacement organizational chart to the Agenda packet.

MOVED BY COMMISSIONER ZAPUTIL TO ADD THREE DOCUMENTS TO THE AGENDA, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

CITIZEN COMMENTS

No citizen comments were presented.

CONSENT AGENDA

- a) Approve Minutes for the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting May 8, 2017, Special Meetings of May 11, 2017, May 20, 2017, and May 23, 2017.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE MAY 8, 2017 MINUTES WITH ADMENDMENTS, SECONDED BY COMMISSIONER GENGLER.*

Commissioner Gengler noted on page four, "*Parks and Rec has a large banner by the Family, insert the word *fun* center.*

***MOTION CARRIED (3-0).**

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE MAY 11, 2017 SPECIAL MEETING MINUTES, SECONDED BY COMMISSIONER GENGLER*

Commissioner Gengler noted on page two, fourth paragraph from the bottom, the staff memo that was sent out was authored by President Frangello-Anderson and not by Ms. Simpson as stated.

***MOTION CARRIED (3-0).**

MOVED BY COMMISSIONER GENGLER TO APPROVE THE MAY 20, 2017 SPECIAL MEETING MINUTES, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).

MOVED BY COMMISSIONER GENGLER TO APPROVE THE MAY 23, 2017 SPECIAL MEETING MINUTES WITH NOTED CORRECTION, SECONDED BY COMMISSIONER ZAPUTIL.*

Commissioner Zaputil stated on page fourteen, sixth paragraph down, in regards to how much the bookkeeper makes per hour, it was recorded at \$18 per hour, when it is actually \$15 per hour.

***MOTION CARRIED (3-0)**

- b) Approve Vouchers

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE VOUCHERS, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

REPORTS

a. Commissioners

Commissioner Zaputil reported that she and the aquatics manager and the bookkeeper attended the Finance Committee Meeting. The budget was discussed for the next year. She also attended the Pirates at the Pool Event, which was very successful. The Dive On In Event is Saturday, June 17, 2017. The Done in a Day, which she noted was very well attended and thanked everyone for their help in making this a successful event. She received an invitation from the Valley View Sewer and Water District Open House on Thursday July 13th Noon to 6:00 p.m. and it was noted that the TPMPD will be in attendance.

Commissioner Gengler stated that she attended the Finance Committee Meeting where next year's budget was discussed. There will be another meeting on Wednesday to discuss the budget review that will occur in July. The Done in a Day was successful and many projects were finished. The pool, with the assistance of President Frangello-Anderson, was able to sell the slide. The Pirate event was wonderful to see the staff dressed up and children enjoying the event. July will be the Cardboard Boat Races. She also received the Open House invitation from the sewer and water district.

President Frangello-Anderson attended Done in a Day and commented that food was great and the landscaping looks wonderful. She was also at the Pirate event and is looking forward to the Cardboard Boat Races.

b. Pool Operations

Ms. Simpson reported that all the staff are getting recertified only one employee is left for training. She reported that the monthly in-service staff meetings and CPR is being practiced at every meeting and emergency preparedness is also stressed at meetings. The pool is not fully staffed for the summer at this point; however, lifeguard certification classes are being held this weekend. A patron of the pool donated funds to buy food for the staff and students in the Foster High School lifeguarding class as a gesture of thanks. There are potential employees in this class that are hoping to work for the pool. Jeffery Rhubottom is the new assistant manager. One of his duties is doing the back washing of the pool once a week.

Commissioner Zaputil asked if there was a written procedure for back washing? Ms. Simpson stated that the procedure is in writing and is correct. This procedure has resulted in normalizing the calcium levels. Ms. Simpson said that training for the instructors for the summer is proceeding. She further reported that the new bio-hazard container, hazard bags and the blood pathogens kit that were ordered have arrived. The only thing left to figure out in this policy is a place to empty the containers when full.

Commissioner Zaputil asked Ms. Simpson, based on her experience, how long would it take to fill one of those containers? Ms. Simpson said in her experience, at a larger facility, the container was emptied once a quarter. This was done by an outside vendor and is costly. The floor drain in the family bathroom has been installed; however, when the urinal was removed, what was left is old tile and many tiles were missing.

Commissioner Zaputil said that there are tiles downstairs that may match those in the bathroom. Ms. Simpson would like the board's opinion of what would be the best solution to fix this area. She is proud of the volunteers and the result of the Done in a Day event. The pool vacuum was broken; however, it has since been repaired and is back in service. The Pirates in the Pool event attendance was 120 people, which is a good turnout. Swim classes filled up the day the signup sheets opened for Monday and Wednesday classes. There are three classes going on and there are two classes on Tuesdays and Thursdays. There has been an increase in the number of students for swimming classes as the summer gets closer.

Commissioner Zaputil is pleased to see the income revenue increasing year to year. She questioned the amount on the financial report for the long-term rentals, the amount for April and May are the same, is that in error? Ms. Simpson said she was not certain, but that is a possibility.

Commissioner Gengler asked about the donation of \$150 mentioned in Ms. Simpson's report earlier as that does not appear on the May report. Ms. Simpson replied that the donation happened in June and will show up in next month's report. She also reported that there were no suggestions in the suggestion box.

c. Financial

Commissioner Zaputil asked if WCIA had reimbursed the pool for the new lifeguard chair. Ms. Simpson reported that Ms. Price Cargill submitted the paperwork for the reimbursement. Commissioner Zaputil asked President Frangello-Anderson about the reimbursement for the AFO or CPO classes. President Frangello-Anderson said it was her understanding that the paperwork has been filed.

Commissioner Zaputil felt uncomfortable including names of the people who were on scholarship. She feels this may discourage people from applying for scholarships if they knew their names would be published. President Frangello-Anderson agreed and will not include that portion in the next financial report.

Commissioner Zaputil said that there is no budget currently for overtime and would like to see overtime reduced.

Ms. Simpson stated that most of the overtime is occurring from rentals and the longer hours on the weekends. There are rentals that need the pool open early which

means staff have to be at the pool and if they are still there when the pool closes, that can cause overtime.

Commissioner Zaputil asked if this overtime issue can be addressed through staffing changes? Ms. Simpson said most of the lifeguard staff are under eighteen except the two assistant managers and one other person. Commissioner Zaputil said this will be an issue if the pool is going on overtime every weekend since the pool already runs at a loss.

Commissioner Gengler suggested raising the rental prices to cover; however, the pool does not want to pay overtime at all, perhaps operations can hire a weekend manager to cover these extra hours. Ms. Simpson agreed that this is an operational issue and she is working on finding solutions. Commissioner Gengler said this is a topic that needs to be discussed, perhaps the hours need to change. Commissioner Zaputil pointed out that the extra hours are not posted hours, it is the early openings for the long-term rentals and staying open longer to accommodate birthday parties.

Commissioner Gengler feels the only way to handle this is to hire more staff. She also added that Mt. Rainer Pool is closing in July for the summer, perhaps more lifeguards would be available for the summer.

Commissioner Zaputil and Ms. Simpson had a meeting regarding the brochure and the addition of charging sales taxes on birthday party rental needs to be included in the next brochure. The proof of the brochure will be due before the next regular meeting. If anyone has thoughts about adding anything, it would have to be done very soon. Commissioner Gengler thinks that having a disclaimer in the brochure somewhere that says some items are subject to sales tax would be enough to cover that issue.

Commissioner Zaputil said that the board had talked about raising the price on birthday parties, but tabled that discussion for a later time. Commissioner Gengler thinks that although the birthday parties are a service, if the pool is not covering cost and causing overtime, the price needs to be adjusted to reflect that cost. Even if prices are printed in the brochure, they can still be adjusted at the time of the booking. It seems that more of the birthday parties are being booked, so it might be good to raise the price before the brochure goes to print. President Frangello-Anderson asked if the parties are resident or non-resident. Ms. Simpson said they are from all over the area. She said once she gets fully staffed, the overtime will be much less, if any. Commissioner Zaputil said the board and staff could help spread the word to encourage people to apply for employment at the pool.

Commissioner Gengler felt the price of the birthday parties is low for the one hour pool time and two hours deck time. Commissioner Zaputil and Ms. Simpson stated it is one hour pool and one hour deck time; the hour in-between is staff time to clean up the areas and the bathrooms. Commissioner Gengler feels there is an opportunity to make some revenue with the pool rentals, maybe theme parties. Commissioner

Zaputil thinks this could be a topic of discussion with the Programming Committee. The pool's costs have gone up with the minimum wage increase, sales taxes and sick time starting in January. President Frangello-Anderson stated that rate review is part of the programming for third quarter. Commissioner Gengler said to ease anyone's concern, the revenue for the parties is less than 20% so even if the price is not settled in the next quarter, it will not be a large impact to the budget.

Ms. Simpson reported that there were some wiring issues with the computer and the server that was causing problems communicating with Paychex. She called in Cascade and this has been resolved and things are running smoothly. There is still an issue with passwords and the servers and Cascade will be called again to fix this issue.

Commissioner Gengler asked Ms. Simpson if she is comfortable in her position without having a boss as such. Ms. Simpson said she is totally comfortable and is so happy working with the board. If she has any questions, she knows she can go to the board for the answers.

d. TPAC Report

Mr. Shipman reported that TPAC had an overview of signage costs and Commissioner Gengler talked about applying for a grant to cover those costs. There was a discussion about the Girl Scouts project and getting colors together for the board's approval. The Girl Scouts have raised \$315 with the Parent's Night Out so far. President Frangello-Anderson is helping with the signage portion and Beth has reached out to Pat Brodin, but has had no response at this time.

Ms. Simpson asked about the monies that were raised not being reflected in Rec 1. Commissioner Zaputil will check into that. The board, Mr. Shipman and Ms. Simpson had a discussion about the Parent's Night Out, the payments, and the food costs. Commissioner Zaputil will do more research on this issue.

Commissioner Gengler said these types of events need to be firmed up in the beginning to make sure the front desk knows how to enter the fees in the proper place so the reports will be correct, which is a training opportunity.

President Frangello-Anderson said that Beth did present a sketch of the mural at size. She thinks there are enough funds to cover the costs of the materials including the paint. Commissioner Gengler said she would cover the cost of the paint which means Ms. Simpson will not have to go to buy the paint with Beth. President Frangello-Anderson is working with Far West Paints on the supplies and paints needed to complete the mural.

Commissioner Neuffer joined the meeting at 7:19 p.m.

BUSINESS ITEMS

a) Tukwila School District ILA

Commissioner Zaputil presented her draft memo concerning the ILA which stated: *The purpose of the issue is should the Tukwila Pool expand their regular operating hours to include hours when the Tukwila School District conducts their instructional programming. The financial impact would vary depending on the patronage during the open hours.* The reason this issue has been brought forward is during negotiations with the Tukwila School Board of the proposed ILA, the School District raised concerns over rental of the pool and providing their own lifeguards.

Another concern was voiced by the aquatics manager regarding turning the pool over to the district without TPMPD lifeguards on deck.

Discussion: *Expanding the regular pool operating hours of the Tukwila Pool during the school year to include services for the public while the TSD is conducting their instructional swim lessons, currently 12:45 p.m. to 2:30 p.m. would provide solutions to the aforementioned concerns. So, the instructional uses for the TSD include two different kinds of classes; regular instructional classes, which are the swim lessons, and the lifeguarding classes. Currently, the instructional classes include a male class and a female class, each of which, not exceeding twenty students. This use does not require the entire pool, therefore, enabling the TPMPD to further serve the public by offering expanded hours. Currently, the lifeguard classes occur during regular open hours and would not create any additional impact or necessitate any expansion of hours from the pools current hours. The ability for the Tukwila Pool to program the unused areas of the pool during the TSD instructional usage would permit the TPMPD to provide expanded services to the public such as lap swimming, instructional swimming, private schools, home schoolers, etc. or additional compatible rentals. Additional marketing prior to the onset of the school year would be needed by pool operations to inform the public of expanded access to the pool. Several marketing methods could include updating the fall brochure to reflect the programming, brochure due date is early July, calling partners, school rentals, advertising on site, social media, etc. This expanded service option would be consistent with the requirement that the TPMPD and TSD pay true and fair value for services provided as per RCW 43.09.21210. The services would be reconciled as follows. An example was provided in the memo.*

The board president and Commissioner Zaputil have a meeting with the TSD to discuss mutually acceptable options on June 26th. There are some attachments to this memo, one being a memo from the aquatics manager and one is a red line version of the current ILA with language taken out the requires lifeguards.

Commissioner Gengler says as she understands this, there is option one where the public can come in and use half of the pool during TSD instruction time, or option two is the pool is closed to the public and TPMPD lifeguards would still be on deck.

Ms. Simpson stated that with option two the school would pay for the whole pool use, which means the price would be higher. Option two is what is currently happening.

Commissioner Zaputil said that the red line copy in the packet is items that were approved in the last ILA. Her version is the clean copy of that with additional red lines that have not been approved.

President Frangello-Anderson stated that this is the agreement that was presented to the board in April and a meeting between TSD and the pool has been scheduled for June 26th. Commissioner Zaputil said that the point of her document is her suggestions for solutions to the situation.

Commissioner Gengler asked Commissioner Zaputil if there are any difficulties running in tandem with the lease agreement of 2011. Commissioner Zaputil said there is nothing in direct conflict with the lease agreement and the ILA.

Commissioner Gengler also asked about the staffing bullet F, iii, under TPMPD responsibilities it reads: *The TPMPD shall provide adequate personnel to supervise TPMPD classroom based activities in or on school facilities which shall be scheduled during non-instructional hours.* Commissioner Zaputil replied that point goes to using the school's classrooms for things like lifeguard classes and water safety classes that are offered through TPMPD.

Commissioner Gengler was confused by appendix A, under Joint Use Scheduling Process, numbers five and six. The due dates seemed confusing about when each party is supposed to receive the scheduling from each other. Commissioner Zaputil feels the school district has read that portion and has no issue with those dates.

Commissioner Neuffer suggested the Appendix 3B might address Commissioner Gengler's concern. Commissioner Zaputil said there will be still be glitches in the system, but this is attempting to maintain some type of structure to the agreement. Ms. Simpson thought students had registered for the next school year's classes. Commissioner Zaputil said that is why the agreement is needed. The agreement will be ongoing until one parties cancels the agreement.

Ms. Simpson is concerned about the lifeguarding classes as she was told the high school would not be offering that course next year. Commissioner Gengler said it was in their course guide. Ms. Simpson asked who is going to teach that class since she is the only one here that could teach a WSI as she is certified trainer. Does the school district have to ask the pool about teaching these classes? Her main concern is there is not enough hours in the week to teach this type of class.

Commissioner Zaputil said the TSD has to request that type of support from the TPMPD, but there is no guarantee that the request will be honored. Once the ILA is signed and agreed upon, then the details will be discussed. The agreement is to

establish a structure and a communication pattern to see that things go smoothly and everyone knows how to reach out to their contact.

Commissioner Neuffer feels comfortable with the ILA and the items she had concerns with have been adjusted. Her preference would be a model where the pool remains open when the school's classes are being taught. In reference to the June 26th meeting, she wanted to know who was going and if attorneys would be available. President Frangello-Anderson, Commissioner Zaputil and Ms. Simpson will be attending the meeting and the attorney will be on call by phone. She asked if the agreement would come back to the board for approval after the meeting. Commissioner Zaputil said the hope is for the board to approve it tonight in this form and present it to the TSD a couple of weeks before the meeting to allow them time to read through it and make suggestions or corrections and discuss them during the joint meeting. Commissioner Neuffer's concern is getting the scheduling firmed up for the next school year. Commissioner Zaputil said that is the goal and the brochure is due mid-July and it would be great if this could be reflected in the brochure.

Commissioner Gengler, in referring to Appendix A, second page, TPMPD Tukwila Pool Services under B, four lines from the bottom it reads: *and reimbursed in full by the TSD annually through an invoice which is/will be provided*. Correct that to say *will be provided*. Commissioner Zaputil asked Ms. Simpson if it would be an issue to invoice the TSD monthly instead of annually? Ms. Simpson stated that would not cause any issues.

Commissioner Gengler, in reference to Appendix C, Tukwila Pool Rules, under slide rules number twelve, the last line reads: *an orange construction cone shall be placed at the bottom of the stairs to the slide to indicate the diving board is closed* needs to be corrected to *the slide is closed*. On the next page under Diving Board Rules number fourteen reads: *swimming under the diving board is prohibited*, she feels that is only prohibited when the diving board is in use, so that needs to be stated that way.

Ms. Simpson pointed out that the rules on the website states *children under six*. The signs at the pool state *children six and under*, which is a big difference, she has changed the website to read: *children six and under*. Commissioner Zaputil suggested that updating the rules should be discussed at the next meeting and updating the policy as well. She asked if the board agrees to update that rule in the ILA and the board agreed.

Commissioner Gengler also recommended in the same appendix under Other Equipment, number two, reads: *goggles are not to be let out to patrons to borrow*. She is unaware if this is on the rules at the pool. Ms. Simpson has never heard that before and there is a bucket of goggles at the pool in the lost and found and patrons borrow them at will. Commissioner Gengler said that this rule should be pulled or, at least, reworded. The consensus of the board was to remove that rule.

Commissioner Gengler said on number three, it says: *if you require assistance with first aid, getting lift tickets, etc., please ask a lifeguard at the front desk. The lifeguard on deck is responsible for watching swimmers in the pool.* Ms. Simpson stated the procedure is everyone should go to the lifeguard on duty, it is the lifeguard's duty to get appropriate backup to administer first aid. Lifeguards are trained to do a two-whistle blast to get someone's attention for backup. Patrons should not go to the front desk for those things. The words, *the front desk* should be eliminated from the ILA.

Commissioner Zaputil will confer with Ms. Simpson to make sure the policies are updated and when these corrections are made, President Frangello-Anderson can send it to the TSD to provide them with ample time for review.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE ILA AS PRESENTED WITH THE LANGUAGE THAT TPMPD OPERATIONAL HOURS ARE CHANGED, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

b) District Administrator Job Description

Commissioner Gengler presented her memo on the district administrator job description. *Recently the TPMPD board eliminated the executive director position and created the district administrator position. An Ad Hoc Committee comprised of President Frangello-Anderson and Commissioner Zaputil along with TPAC members, Diane Meyers, Sharon and Aaron Shipman outlined the job description duties and working conditions of this new position. After receiving the draft of the job position description from the committee, I reached out to the former Tukwila City clerk and friend of the pool, Melissa Hart, for feedback and input. The attached red line version of the district administrator job description incorporates suggestions from Ms. Hart.* The action requested is for the board to go through this document to come up with an updated job description and adopt a final version so that the job can be posted.

Commissioner Zaputil explained that the Ad Hoc Committee was ready to post last week; however, with the suggested language by Ms. Hart, it was felt it would be better to incorporate these updates before posting.

Commissioner Neuffer thought the changes made were very clear; however, she would change the word *salary* to *hourly rate*.

The consensus of the board was that it should read: *hours, wage and benefits*.

Commissioner Neuffer is confused about the 15% this person will get to buy their benefits.

Commissioner Gengler said that what Commissioner Neuffer is mentioning brings up the point that was discussed at the last Special Meeting. If an employee is receiving 15% and works twenty hours, they would get 15% of those hours.

Commissioner Zaputil said that if the board president authorizes thirty hours of work time, then the employee will get 15% compensation of those hours. The point that was being discussed was putting a cap on the hours that can receive compensation. If a manager is putting in overtime, they receive time and a half plus the 15%, which would have an impact on the budget. This subject does need to be addressed soon.

Commissioner Neuffer said the language is not clear and could lead to misunderstandings.

After a short discussion by the board, the language that was agreed upon states: *An allowance equal to 15% of gross hourly wage up to twenty-five hours per week to be used at employee's discretion.*

Commissioner Gengler feels that is clear and the applicant can ask questions about it during the interview and hiring process. A sample can be presented to the applicant with a signature page to be sure it is clear to the applicant.

Commissioner Gengler said on the second page of the job description, under skills, she recalled one of the bullet points was *the ability to manage TPMPD district related website content*. Commissioner Zaputil has language that needs to be updated on that portion. That content came from Ms. Simpson and was not modified, but the board is able to change that should they want to do so.

Commissioner Gengler noted that on back page on the document under bullet point five, *ensure district server/information is regularly backed up*. Then three points down, QuickBooks should be capitalized. Also, needed clarification on the bullet point right before Budget and Finance about social media. Commissioner Zaputil, in response, read: *ensure that the district's website and social media sites are kept up-to-date and new information added in a timely manner*. This is only to be in relations to district business.

Commissioner Zaputil referring to the same page, where it says: *ensure district's compliance with all King County elections requirements relating to the annual property tax levy ensuring board legislation is accurately prepared, approved and sent to King County*. It was brought to her attention that it is King County's responsibility to ensure elections. Commissioner Zaputil wants to reflect in this description that this position would have to work with King County elections to provided necessary updated information.

Commissioner Zaputil said that King County sent out a jurisdictional survey and that needs to be confirmed. Commissioner Gengler suggested that could be added to the list of duties for this position.

President Frangello-Anderson appreciated the input that was given to the board from Ms. Hart and thanked Commissioner Gengler for reaching out to Ms. Hart as she is a good source and her recommendations were outstanding.

Commissioner Neuffer suggested sending a thank you card to Ms. Hart with the final copy of the job description.

President Frangello-Anderson would like to see the board have some sort of recognition for people that support the pool and its goal to provide positive aquatic experiences. Perhaps a wall at the pool with pictures of the events and patrons.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THIS JOB DESCRIPTION FOR THE DISTRICT ADMINISTRATOR AND TO POST THE SAME, SECONDED BY COMMISSIONER GENGLER.*

Commissioner Gengler asked if the organizational chart is included in the motion for approval. Commissioner Zaputil said this was just for the job description and posting.

***MOTION CARRIED (4-0).**

Commissioner Neuffer wanted to make certain she had the latest version of the organizational chart, the one dated 6-6-17. Commissioner Gengler confirmed that it is the latest version of the chart.

Commissioner Gengler would like the board to discuss the title and compensation of what is currently shown on the chart as the aquatics manager at a future meeting.

Commissioner Zaputil feels that a committee should be formed to work on that as it could be time consuming for the transcriptionist to keep track of that. The research can be done and then narrowed down.

Commissioner Neuffer understands that the duties of the aquatics manager will change when the district administrator is hired, but does not understand why the title would change.

Commissioner Gengler said in her opinion, titles reflect a pecking order and power and the new title of the new position, district administrator, sounds more impressive than aquatics manager. This is just her personal opinion, but she believes that it is important that the aquatics manager is essential to the operation of the pool since that is 90% of what the district does.

Commissioner Neuffer agrees that titles are important as they do denote power; however, she feels a manager is a higher position than an administrator, because they hire and fire, which an administrator does not do.

Commissioner Gengler agrees to a degree, she feels an administrator is the top person and may oversee a manager.

Commissioner Zaputil agrees and wants to make sure the employees feel valued and would not want anyone to feel uncomfortable with their title. She feels an Ad Hoc committee should be formed in order to research what is out there and compare duties and titles.

Ms. Simpson explained that in her experience with the YMCA titles, a manager is below a director. So, there are assistant managers, managers and then directors, senior directors and then an executive director. Right above the executive director is the operational officer whose job is to make sure that all operations are working as intended. Executive directors oversee the directors and are not in the operation part of the association. Ms. Simpson said she took this job, but, personally, was not comfortable with the title. Commissioner Zaputil asked about what Ms. Simpson recommendations would be for her position. Ms. Simpson said based on the job she is currently doing, she feels operational officer or director, but she also feels titles help direct people to who they feel can help with their issue. People do call and want to talk to her boss because they assume there is someone else they can speak with about their issue.

Commissioner Zaputil understood that Ms. Simpson's preference would be something other than manager. Ms. Simpson felt operation should be in the title since that is what she is doing.

Commissioner Gengler thanked the board for their input and thinks an Ad Hoc Committee would be appropriate.

MOVED BY COMMISSIONER ZAPUTIL TO FORM AN AD HOC COMMITTEE TO REVIEW THE AQUATICS MANAGER TITLE, POSITION, JOB DESCRIPTION AND COMPENSATION, SECONDED BY COMMISSIONER GENGLER. COMMISSIONER NEUFFER AND COMMISSIONER GENGLER WILL FORM THE COMMITTEE. MOTION CARRIED (4-0).

MISCELLANEOUS

Commissioner Neuffer would like to have thank you cards at the meetings to fill out and recognize people who have contributed to the pool. In addition, it would be nice to send a get-well card to employees who suffer an injury or illness.

ADJOURNMENT

Commissioner Zaputil motioned to adjourn, Commissioner Gengler seconded.

Meeting adjourned 8:30pm



Christine Neuffer, Clerk of the Board