

DRAFT TUKWILA POOL METROPOLITAN PARK DISTRICT

July 10, 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 6:01 p.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 Commissioners Gengler, Neuffer, Zaputil and President Frangello-Anderson

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Aquatics Manager, Michelle Simpson and Beth Tuschhoff, Girl Scout.

AGENDA

MOVED BY TO COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER GENGLER WITH THE ADDITION OF ITEM G. MOTION CARRIED (4-0).

CITIZEN COMMENTS

Robert Neuffer noted that there is no contract with the school district and the pool has not received payment. He has concerns that the pool's restrooms, etc. have no signs for citizens who may be vulnerable and information about where to obtain help. He feels that the American Flag at the TPMPD Meeting should be larger. Additionally, he suggested that that America the Beautiful be sung before each meeting instead of reciting the pledge of allegiance. He also feels the gender only swims should be presented and billed as rental time.

Commissioner Neuffer commented that she feels an agreement with the school district is close to being signed; however, she is concerned about how to collect for past sessions. Also, she has some pictures of posters concerning human trafficking and feels these types of posters can be ordered from organizations at little to no cost to be posted pool. The Programming Committee will be addressing gender swim at their next meeting, which is open to the public.

Mr. Neuffer asked that maybe The Tukwila Pool provide information on how they will be on handling special need citizens and equal gender patrons.

CONSENT AGENDA

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) June 5, 2017 Special Meeting and Regular Meeting June 12, 2017.

MOVED BY TO APPROVE THE JUNE 5, 2017 SPECIAL MEETING AND THE JUNE 12, 2017 REGULAR MINUTES, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

- b) Approve Vouchers

MOVED BY COMMISSIONER NEUFFER TO APPROVE THE VOUCHERS, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (4-0).

REPORTS

- a. Commissioners

Commissioner Zaputil attended the Tukwila School District ILA meeting with President Frangello-Anderson and Ms. Simpson. All went well with a verbal agreement to all items discussed. She also attended a Finance Committee meeting at which budget, money transfer requirements, and bank access were discussed. Finance policies are on hold until a district administrator is onboard. She was in attendance at the Dive On In event and noted that the Cardboard Boat Races are on Saturday.

Commissioner Gengler attended the Finance Committee meeting and is working on setting up the template for the upcoming budget. She also attended the Dive On In and distributed flyers for the Cardboard Boat Races at the elementary school and also contacted the middle school. She had several communications with the Ad-Hoc committee.

Commissioner Neuffer thanked Commissioner Gengler for the work she has done in pulling together all of the information for the Ad-Hoc committee.

President Frangello-Anderson is looking forward to the Cardboard Boat Races. The Valley View Open House is Thursday, July 13th. There are materials for the open house and if any commissioners are able to attend, please let her know so that they can take the flyers over.

Mr. Kim McCoy is interested in helping the pool by doing some of the IT work at his assistant aquatics manager rate. This is mostly involving performing backup and protection for the data. Commissioner Gengler was also approached by Mr. McCoy and she expressed to him that this is an operations issue which he should speak to Ms. Simpson about. Commissioner Zaputil said that this is in the job description for the district administrator and she would rather wait until that position is filled before hiring outside assistance. Commissioner Neuffer felt there were a couple of issues on that list that may be more urgent and the board may want to have those issues resolved immediately.

Ms. Simpson stated that she is performing a weekly update and in her conversation with Cascade Computers, they said what operations is doing now is fine. However, the device that is being used as backup resides at the pool so if there was a fire, all records would be lost. The suggestion was made to back up to an offsite server.

President Frangello-Anderson reported that she has been working with WCIA to obtain the insurance rider needed for the ILA. WCIA sent in a full board delegate job description and a new a delegate is needed at this point. She feels it should be the president and Ms. Simpson.

b. Pool Operations

Ms. Simpson reported that there were some repairs done to the chlorinator and Aquatics Specialties was called to replace the broken valve. The water hoses need to be replaced, which could be expensive. She has called for quotes to repair the exit doors as they are not latching properly which creates problems with the security system. This issue was brought up by the Finance Committee and it was decided to hire a company to fix it. Until the doors are fixed, the staff needs to manually ensure all doors are closed securely.

Swimming lesson enrollment has increased. There were 212 students in the first set of lessons in June. Last year at this time there were only 135 students. The lifeguarding class has six students attending and two of those were hired for the pool. The summer camps are in full swing, also Community Care of Seattle brings around twenty-six special needs children to the pool once a week.

White Water is currently trying to merge with CAAT (Central Area Aquatic Team). Ms. Simpson had a meeting with the head coach and a long-term rental contract was discussed. The coach assured her that the balance owing by White Water will be paid.

Ms. Simpson is engaged in applying for a \$25,000 grant for swimming lesson scholarships for the service area, not just citizens of Tukwila. The current scholarship program is only for citizens. The grant will be available to a larger area and, like the current program, people would have to qualify and abide by the rules related to the awarding of the scholarship. There is also a grant in the works to obtain the SKWIM equipment for water safety education.

President Frangello-Anderson asked about the \$8,000 balance from White Water and want to know if that would be paid only if the merger happened. Ms. Simpson said that was not her understanding, but White Water has not approached her regarding this balance.

Commissioner Zaputil recommends that the normal credit collection process be followed for this outstanding balance.

Commissioner Neuffer agrees that the collection process should continue, but is hesitant about agreeing to more rental time if the bills are not being paid on time. Ms. Simpson said she met with the head coach of CAAT, not White Water and his organization is larger and knew exactly how much money was owed.

President Frangello-Anderson noted that the May and June monthly comparison revenue report showed June 2016 was \$2,011 and June of 2017 is \$1,566 for sales. Ms. Simpson thinks this is from fewer passes being sold and more daily use fees.

Commissioner Zaputil stated that one of the requirements of doing the grant is it has to go through a 501-C3 which the pool does not have. Operations and Gene (grant writer) reached out to Stillwater and the grant will be run through that organization.

Commissioner Neuffer thought that Stillwater is a religious organization and wondered if that would cause any issues. Commissioner Zaputil said that it is a completely different 501-C3. The benefit is that Gene knows how to write these grant proposals and Commissioner Zaputil wanted the commissioners just to be aware of how this will work.

Commissioner Neuffer asked if the grant goes through another agency, where is the transparency? Commissioner Zaputil said there is a form that is used in these cases to make sure there is transparency and accountability.

c. Financial

Commissioner Zaputil noted that all the commissioners received an email concerning the door repair and the down payment needed before the work can commence.

d. TPAC Report

The report was submitted and there were no questions. Commissioner Zaputil suggested this is would a good time to put out applications for new TPAC members.

BUSINESS ITEMS

a) Beth Tuschhoff – Girl Scout Gold Award Mural Final Presentation

Ms. Tuschhoff said she was really proud of the work completed and she learned many valuable lessons like problem solving, changing signs, and delegating tasks. There was a residual budget amount of \$68 which was donated to the electronic sign fund. She received positive feedback and there was an article in the Tukwila Reporter about the new mural. Many people told her they did not know there was a pool until the mural project was completed. The commissioners gave Beth praise and were thankful for her dedication. Commissioner Zaputil asked about the status on the city signs. Beth said those are is in the works and should be completed in the next few days.

President Frangello-Anderson gave Beth a certificate of recognition and letter signed by the commissioners.

It read: The Board of Commissioners of the Tukwila Metropolitan Park District, elected representatives of the citizens of Tukwila, wish to extend a warm thank you to you for the planning and actions that lead to the creation and completion of a mural at the front entry of the Tukwila Pool. The mural is not only very professional, but will have a lasting impact because the new visual will help the community to more easily locate the pool. More pool users equate to a healthier, safer community and the future viability of this asset. Working with government entities can be very different from working with other types of intuitions. You rose to the challenge. Not only did you persevere to follow through on all that you promised, members of the commissions, the Tukwila Pool Action Committee and the public noticed your work ethic and said the following about you: You were very conscientious and did not seem flustered when there were curve balls. You were amendable and forged ahead with the numerous suggestions. You were patient and dedicated to do an exceptional job. You were communicative and timely with your responses. You were timely in your follow up with the people you needed to complete the project. You worked well with a variety of demands and stakeholders. You were successful in using your artistic talent to create something to benefit the community. Much success in your future endeavors, The Board of Commissioners.

b) ILA

Reported that the meeting with Dr. Berry, Mr. Melton, President Frangello-Anderson, Commissioner Zaputil and Ms. Simpson went well and the changes needed were basically grammatical changes. The school district requested a copy of

the WCIA liability insurance policy. Corrections were made to the ILA and an agreement was reached.

Commissioner Zaputil said there were no issues with anything other than the grammatical changes. The pool does need to invoice the school district for the time used and any certifications. Ms. Simpson asked if the school district is paying for the Fall of 2016. Commissioner Zaputil said part of that was handled with the landscaping services provided. Ms. Simpson asked if there were charges that should be made for the Fall excluding the lifeguard's classes, which she knows will be in the invoice.

Commissioner Gengler thinks this subject would be best dealt with in a separate meeting to ensure the invoice is done properly.

Commissioner Neuffer wondered which committee will be handling this issue and Commissioner Gengler said it would be handled by the same group who were at the school district ILA meeting before any billing is sent out.

c) District Administrator Hiring Process

The Hiring Committee received close to twenty-five applications and will meet tomorrow to review the next step in the process.

Commissioner Zaputil said the meeting's agenda will be to narrow down the candidates and President Frangello-Anderson will send an email to all commissioners so they can feel free to share their input on the candidates.

Commissioner Gengler has not had the opportunity to look through the candidates, but the new structure is that the aquatics manager and the district administrator will both report directly to the board. She feels Ms. Simpson should be the person to give the candidates the tour so she can have the opportunity to interact with each to see how the chemistry works between them. The district needs to employ the best fit candidate for the job, but communication between everybody is paramount.

Commissioner Zaputil wanted to know if the top candidates will come back before the board for final approval.

Commissioner Neuffer would prefer that the top candidates come back for final approval.

Commissioner Gengler would assume that the Hiring Committee will be able to pare down the candidates to the choicest few.

Commissioner Zaputil feels that it would be best that Ms. Simpson give the facility tours even if she is unable to attend the committee meetings and then she could report back on the candidates.

Commissioner Gengler stated that these jobs are entirely separate and Ms. Simpson input is essential; however, she does not feel Ms. Simpson is responsible for their job performance and thus, she does not need to be part of the final interviews. It may be helpful to have some type of outline to make notes regarding each candidate and email them to the board.

d) Open Board Position

Commissioner Neuffer and Zaputil went through the process for this position. Commissioner Gengler has worked with Diane Myers and feels she can fill the remainder of the position term. Commissioner Gengler, Neuffer and Zaputil feels that Diane Myers would be an asset to the board.

Audience member asked if there is a process to fill the board position. Commissioner Neuffer said that there is a process; however, this is temporary to fulfill the term left. There is an election soon that will fill the position for next term.

Commissioner Gengler stated that the board has checked with legal and this process is within the guidelines and being this close to the election, it does not require special meetings, etc.

Commissioner Zaputil said this is public knowledge and there is an application available on the website for anyone who would like to run for the post. President Frangello-Anderson stated she did receive Ms. Meyers application and that the BOC Application will be posted on the website. Commissioner Neuffer felt that would be a good idea.

e) Employee Handbook Update for Assistant AQ Managers

The Finance Committee determined that there was something that was missed in the Employee Handbook; the benefits allowing 15% of the employee's salary or rate of pay. If the employee is hourly, then the benefit would be hourly. However, there has been some overtime so it was suggested that verbiage be added that said *15% of gross hourly wage up to a maximum forty hours per week*. This also needs to be included in the cap on vacation accrual and sick days.

Commissioner Zaputil said that this will be drafted and brought back. This will allow for consistency.

MOVED BY COMMISSIONER GENGLER TO ADOPT THE VERBIAGE IN RED THAT APPEARS OF GROSS HOURLY WAGE UP TO A MAXIMUM OF FORTY HOURS PER WEEK AS DESCRIBED IN THE EMPLOYEE JOB DESCRIPTION IN THE EMPLOYEE HANDBOOK, SECONDED BY COMMISSIONER NEUFFER. *

Commissioner Zaputil said this is simply the language out of the employee handbook and refers to floating holidays.

President Frangello-Anderson feels this should be addressed when revising the full employee handbook.

Commissioner Zaputil thinks it needs to be very clear to everyone. President Frangello-Anderson asked if this is a Finance Committee undertaking and Commissioner Gengler said because there is a sense of urgency on this item, it needs to be undertaken immediately.

President Frangello-Anderson called for the vote on the motion on accepting these corrections noted to 6.3.3 adding *as described in the employee's job description and under assistant manager of gross hourly wage up to a maximum of forty hours a week.*

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

f) Mid-Year Budget Review

Commissioner Zaputil distributed a working copy of the mid-year budget report which is part of the financial policy of the district. The numbers that are most important are the columns of the 2017 budget, the 2017 actuals as of June 30, 2017, the 2016 actuals and then, the projected 2017 budget.

Commissioner Gengler said this is a guide and the assumption is made in this report that the same amount will be spent in the last half of 2017 as was spent in the last half of 2016.

Commissioner Zaputil highlighted the revenue income and that is projected to meet budget. Swim lessons are not meeting expectations, but that amount was aggressively budgeted. The long-term rental income is coming in over the projected budget. This is partially due to collecting some of the rents that were in arrears. Listed under expenditure; note that the salary and wages of executives were left as is for now. The bookkeeper expense was projected to be ten hours per week, but the actual hours were fifteen per week, which explains that difference. The allocated money for the CPA may be over the amount needed, but was left in the budget because of the upcoming state audit. Lifeguard wages are projected to be on budget. There is a note to add \$15,000 for assistant aquatic managers because of the extra hours required. Lifeguard supplies are over budget due to the increase in much needed supplies that were not at the pool before Ms. Simpson arrived. These supplies were ordered for safety. There is an additional line item to buy more life jackets.

Commissioner Neuffer noted that there are opportunities to receive grants for life jackets in the future.

Commissioner Zaputil said that the pool has not purchased any life jackets yet. The lease amount was kept in the budget as there is no signed agreement at this time. Facilities repair and maintenance is over budget due to the large plumbing repairs,

door replacement, and filter replacement. The CIP account received a \$5,000 transfer. The total income projected is \$1,104,674, total expenditures projected, if the \$88,500 is added would be \$1,100,062 which leaves a surplus on \$4,612. There is an unrestricted opening balance that needs to be around \$250,000 to accommodate for the financial policy, which is a three-month operating expense including debt services that can be tapped if needed.

President Frangello-Anderson asked, in reference to the financial materia Commissioner Gengler noted that selling surplus equipment increased the income and there is more equipment that the pool is not using that could be sold as well.

President Frangello-Anderson announced that there is a programming meeting July 17th at 5:30 p.m. at the pool.

Is in the packet, not this report, if the city loan payment is budgeted correctly. This is under 5 of 6, 576.20.300 shared expenditures. It shows actuals of \$53,600, budget was \$44,000.

Commissioner Zaputil said the principal and interest are inputted separately so the correct amount is budgeted. The payments are current and it is paid monthly.

g) Aquatic Manager Ad-Hoc committee report

Commissioner Gengler read the report: *The Ad-Hoc committee consist of Commissioners Neuffer and Gengler, TPAC member Sharon and TPAC president Aaron Shipman and were tasked with reviewing the current job description of the aquatic manager with regards to the changes in extra duties assigned to the position with the elimination of the executive director position. Also, the committee was asked to research other local facilities to compare the compensation and responsibilities of this position and to print out our findings to the commissioners. The following pages reflect some of our findings as well as resources we think would be helpful. Our recommendation is that we respectfully request that the board review the findings of the committee and adjust the compensation and title of the aquatics manager position to reflect the increased accountability and duties this position has incurred. We also recommend that any changes be retro-active to the date agreed upon.*

Commissioner Gengler said the order of the pages are the current aquatics manager job description, untouched, following that is the former executive director responsibilities that have been reassigned. There are three columns which are OPS, ADMIN, BOC. The duties or responsibilities are laid out there where the committee felt they belonged. The piece of this is the additional duties and responsibilities of the aquatics manager position for the Tukwila Pool. With the elimination of the executive director position, those duties needed to be reassigned. There is a description of what each leadership position would be in charge of for the entire district to run effectively. The board will work directly with the aquatics manager and the district administrator.

Commissioner Zaputil pointed out that this means the aquatics manager is now completely supervised by the Board of Commissioners.

Commissioner Gengler agreed with that; however, that means there is no onsite supervisor. Also, in the packet are job descriptions from other local pools and some other titles for consideration for the aquatics manager's title. Included in the materials is a spreadsheet in which each type of facility was described, what positions are close to the aquatics manager's duties and what the responsibilities are, the type of funding available and the pool governance. The pool hierarchy is basically like the org chart of the other pools. The salary ranges, health benefits and holiday/sick pay that are offered at these various pools is also included.

Commissioner Zaputil thanked the committee for their hard work and valuable report. She did not see a recommendation for wages for the aquatics manager position.

Commissioner Gengler said the committee did not reach a recommendation on wages and felt this was a discussion best suited for the Board of Commissioners. In her opinion, there does need to be an adjustment in the wages for that position.

Commissioner Zaputil wondered if the committee came to any conclusions about a new title for the aquatics manager position. Commissioner Gengler said it was discussed, but they did not come up with a final opinion.

President Frangello-Anderson asked if the committee is looking to the board for a title recommendation and a salary range by the next meeting. Commissioner Gengler said that the board just received all the information gathered by the committee tonight and recommends giving everyone time to review the materials before the next meeting.

Ms. Simpson stated that at the Y there are managers, directors and there is also a benefits package to use for comparison.

Commissioner Gengler said the committee could come back with red-line adjustment of the job description and a salary range.

Commissioner Gengler said that this pool cannot be like the Y, but does allow the aquatics manager much more freedom to run operations the way they feel best suits the pool and the public. This position is allowed to hire staff and vendors, when needed, within the budget.

Commissioner Zaputil stated she is supportive of the changes.

Commissioner Gengler said this will be carried forward to the August meeting and to discuss the retro-active date. The committee will provide a red-line version of the job description.

Commissioner Neuffer stated that she will be absent in August starting the 13th.

Commissioner Gengler thinks the aquatics manager issue could be handled in a special meeting.

Commissioner Zaputil said a special meeting can be held and the general meeting would still happen on the normal day and time to fill the open board position.

Commissioner Gengler said she understands that there are a couple of issues that need to be resolved. One issue is that the regular meeting in August will not have a quorum, so what is the procedure for that?

Commissioner Zaputil stated that the commissioners actually have to show up and if there is not a quorum, then no meeting is held.

Commissioner Gengler said that the other issue is her concern is regarding the aquatics manager position. A special meeting could be called to swear in Ms. Myers to the board and then at that same meeting, the aquatics manager's title and wage could be discussed and resolved.

Commissioner Zaputil is comfortable forwarding her comments on agenda items to the president as has been done before.

Commissioner Neuffer said she would be willing to do the same.

President Frangello-Anderson felt that the special meeting would just be to appoint someone to the open board position.

Commissioner Gengler said at this point, given the situation with elections coming up soon, she thinks that going through the process of taking applications for the open board position and interviewing applicants is something that the board does not have the bandwidth to do. She feels the board is within their limits to appoint a person that is currently involved with the pool now and would be happy to fill the remainder of the term for that position.

Commissioner Zaputil feels if there were any applications for the board position before a special meeting on August 7th is held, then those people should be considered. If not, then the board can appoint someone to fill the vacant spot.

Commissioner Neuffer agrees that the process the board went through last time to fill the position is not necessary for this opening, but the applications should still be available to the public. One application was submitted and, if more people apply, then the board will go through them.

President Frangello-Anderson clarified that the special meeting is for appointment of the vacant position.

Commissioner Zaputil stated that for now, it is just for the appointment, but items can be added if necessary.

President Frangello-Anderson asked all commissioners to email her what dates and times they would be available for a special meeting and she will see what meeting area is available and go from there.

Commissioner Zaputil noted that a notary will be needed at the meeting and that Kristine Selleck, TPMPD Bookkeeper is a notary.

President Frangello-Anderson asked that this data be in to her by Friday.

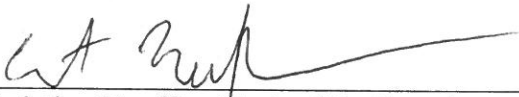
MISCELLANEOUS

Commissioner Zaputil stated that the performance review and sick/vacation leave procedures need to be submitted for the employee handbook. The aquatics manager was unaware that these reviews were to be done quarterly so that needs to in the employee handbook.

Commissioner Neuffer brought in thank you cards for the board to use and they will be in the box.

ADJOURNMENT

MOVED BY COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER ZAPUTIL TO ADJOURN THE MEETING AT 8:55 P.M.



Christine Neuffer, Clerk of the Board