

TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meetings of the Board of Commissioners

Dave Puki, *President of the Board*

Board Members: ▶ Ellen Gengler ▶ Christine Neuffer

Jeri Frangello-Anderson, *Clerk of the Board*

▶ Vanessa Zaputil

Agendas for February 13 *and* February 14, 2016

Agenda for Saturday, February 13, 2016, 11:00 AM

BOULEVARD PARK LIBRARY MEETING ROOM AT 12015 ROSEBERG AVE. S. SEATTLE, WA 98168

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL		
2. APPROVE AGENDA		
3. BUSINESS ITEMS	a) Executive Director Interviews <ol style="list-style-type: none"> 1. Kevin Caviezel 2. Jennafer Price Cargill 	
4. EXECUTIVE SESSION		
The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110		
5. ADJOURNMENT		

**NOTE: Executive Director interviews will continue at a Special Meeting February 14, 2016 (Agenda below)*

Agenda for Sunday, February 14, 2016, 12:00 PM

BURIEN LIBRARY 2ND FLOOR CONFERENCE ROOM AT 400 SW 152ND ST., BURIEN, WA 98166

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL		
2. APPROVE AGENDA		
3. BUSINESS ITEMS	a) Continuation of Executive Director Interviews <ol style="list-style-type: none"> 1. Jose Saez 2. Tom Reber b) Discussion and possible action regarding Executive Director Contract	Page 3
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5. ADJOURNMENT		

Tukwila Metropolitan Park District Mission, Vision, Core Values and Goals

Mission Statement

The mission of the Tukwila Pool Metropolitan Park District is to provide the best run municipal aquatics program in the state.

Vision Statement

Our vision is to provide a sustainable and efficient pool that exceeds the community's needs.

Core Values

- **Programming** – Offer programming and public use times that are responsive to the demands of the community and contribute to the overall health and wellness of the community.
- **Education** – Offer an aquatic education program to teach the lifelong skill of swimming and promote safe behaviors in, on and around the water to individuals of all abilities.
- **Dependability/Sustainability** – Conduct business in a manner that ensures the community can come to depend on aquatics as an available service they can enjoy for generations to come.
- **Atmosphere** – We will create an inviting, supportive, and caring atmosphere that community members have ownership of and want to be a part of.
- **Partnership** – Foster a spirit of collaboration and creativity in order to be prepared to work with other community service providers to enhance the services available for community members.
- **Fun** – Work at providing fun and enjoyable activities for all ages and abilities

Goals:

- A. To operate a financial self-sustaining aquatics program.
 - a. Develop long term plan
 - b. Ensure efficient operations
 - c. Capitalize on grants/funding opportunities
 - d. Develop business partnerships

- B. To provide a pool that is a safe haven.
 - a. Maintain and provide continued training to ensure qualified lifeguards and staff
 - b. Ensure a safe and healthy place to recreate and learn
 - c. Protect kids
 - d. Coordinate water safety education

- C. To be welcoming and inclusive to all.
 - a. Create an inviting facility
 - b. Address transportation needs
 - c. Maintain high performance employees
 - d. Eliminate barriers

- D. To maintain and support community involvement in the pool.
 - a. Address transportation for kids
 - b. Promote swimming within school district(s) physical education programs
 - c. Develop regional partnerships
 - d. Growing investments

- E. To provide creative and relevant programs
 - a. Provide long-term aquatic operations
 - b. Deliver swim opportunities to all in the District
 - c. Have the best swim team in the state
 - d. Offer free open swim – community swim

- F. To provide annual performance reporting to the community.

- G. Continue to review governance.

EMPLOYMENT AGREEMENT

Executive Director

Part Time

This Agreement is entered into between Tukwila Pool Metropolitan Park District hereafter referred to as "District" and David M. Perkins hereafter referred to as "Employee".

The District hereby employs _____ as the Executive Director of the District who hereby accepts the employment on the terms and conditions set forth below.

- 1. Duties.** The Employee shall perform the following duties:
 - 1.1.** Perform such services for the District as directed from time to time by the Executive Director in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District.
 - 1.2.** Perform all duties established by the job description of the position of Executive Director, which is incorporated into this Agreement by this reference. The District retains the right to modify the job description during the term of this Agreement.
- 2. Hours of Employment.** The Executive Director is expected to devote a minimum of twenty eight hours per week to perform the administrative and executive duties assigned to the position. The parties recognize that the Employee must devote time outside of normal office hours and the Employee shall determine the hours of work so as to be available to the public on a predictable and regular basis. The Executive Director is a salaried FLSA exempt, part time, executive position and is not entitled to overtime compensation unless authorized in writing in advance by the Board of Commissioners.
- 3. Compensation.**
 - 3.1. Salary.** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary of \$3,750 payable in accordance with the District's normal payroll process.
 - 3.2. Fringe Benefits.** The Employee shall receive the Fringe Benefits as set forth in Addendum A.
- 4. Review.** Salary and benefits shall be reviewed annually by the District.

5. **Term.** This Agreement shall be effective on _____ 2016 and shall continue in force until _____, 20__ unless extended or terminated as provided by this Agreement.

6. **Termination Without Cause.** This position is an at-will position. The Employee acknowledges that either party may terminate employment at any time with 30 days advance notice for any reason with or without cause and that the Employee has no expectation of continued employment beyond this thirty day period. In the event this Agreement is terminated for any reason, the Employee shall receive the following compensation.

6.1. Current monthly wage for all hours worked prior to the termination date.

6.2. Payment of accrued Paid Time Off.

6.3. Reimbursement of unpaid general expenses incurred as provided in Paragraph 7.

7. **General Expenses.** The District will reimburse the Employee for reasonable job related expenses when approved in advance and on receipt of documentation of such expenses. The Employee is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.

8. **Employment Attention.** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Employee. Participation in community, business, and civic organizations is encouraged.

9. **Outside Employment.** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.

10. General Provisions:

10.1. Except as otherwise provided for herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.

10.2. Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach nor a waiver of this provision.

10.3. No amendment or variation of the terms and conditions of this Employment

Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.

- 10.4. Except where inconsistent with the terms hereof, Employee shall follow all Employer policies, procedures, rules, regulations, general orders and general directives.
- 10.5. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 10.6. The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
- 10.7. At all times, the Employer has been represented by its attorney. Employee acknowledges that Employee, at all times, had the right to and the availability of independent counsel of Employee's choosing in regard to this Agreement, whether or not Employee chose to exercise that right.

Dated: _____, 2016.

TUKWILA POOL METROPOLITAN
PARK DISTRICT

EXECUTIVE DIRECTOR

By: _____
President

By: _____
Clerk

ADDENDUM A
FRINGE BENEFITS – EMPLOYEE

1. **BENEFIT REIMBURSEMENT.** The District will provide Employee with up to \$562.50 per month to reimburse employee for health insurance, retirement benefits or other employment benefits approved by the District in advance. The amount represents 15% of employees salary and is designed to allow employee to obtain fringe benefits and to offset the tax impact of this approach to benefits. The benefit package is not part of the base salary and is subject to modification on an annual basis. Employee shall provide proof of enrollment and payment to receive reimbursement of the benefit funds. If Employee does not use the full benefit amount on a monthly basis, the unused amount shall be forfeited and shall not accrue.

2. **PAID TIME OFF.** Will be administered in accordance with the TPMPD Handbook.

3. **HOLIDAY LEAVE.** The Employee will be granted the following holidays:

4th Thursday in November	Thanksgiving Day
December 25	Christmas Day

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

Job Title: Executive Director

Reports to: Tukwila Pool Metropolitan Park District Board of Commissioners

Classification: Exempt, Part-time (minimum 28 hours per week), salary range to \$45K

Summary:

The Tukwila Pool Metropolitan Park District Board of Commissioners (Board) desires to hire an Executive Director to provide District support and management capabilities to the organization's operation. The District owns and operates one swimming pool.

The ideal candidate is a leader who excels at working independently with proven management success who preferably has experience with aquatic operations (especially swimming pools) and knowledge of Washington State laws as they apply to aquatic facilities and municipal park districts.

The Executive Director is appointed by the Tukwila Pool Metropolitan Park District Board of Commissioners (Board) and serves as the interface between the Board and the Tukwila Pool MPD Operations. The Executive Director will report to the Board of Commissioners.

The Executive Director serves as a resource to the Board while implementing its policies and providing support to the daily operations of the District. The Executive Director is a key participant in the flow of communications between the Aquatics Manager/Operations, citizens and the Board. The Executive Director is responsible for overall oversight of Tukwila Pool MPD (District) functions.

Position Summary:

Oversee effective Tukwila Pool MPD District functions.

The Executive Director will be a management position. Key responsibilities will be to:

- Provide Board support
- Assist the District in serving the citizens of Tukwila and surrounding communities
- Administer on-going District functions, projects and activities
- Provide financial oversight for the District
- Establish and implement policies and operating procedures for the District
- Provide direction, oversight and representation of the Board to the Pool Aquatics Manager/Operations, the District's citizen advisory committee and provide recommendation and guidance to the Board members

Administrative:

- Oversee District functions including Aquatics Operations
- Provide support and recommendations to the Board for hiring of the District's Aquatics Manager
- Provide support to the Aquatics Manager/Operations as requested by the Aquatics Manager/Operations or Board, including HR support
- Identify and apply for relevant grants available to the District for programs and operations
- Work closely with the Aquatics Manager/Operations to increase revenue and decrease operational expenses while maintaining quality programming and positive customer experience

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

- On own initiative, or under Board direction, develop, maintain and implement District policies consistent with organizational vision, goals, and statutory requirements
- Collaborate and manage the District's annual calendar of events with the Aquatics Manager/Operations
- Assist the Board President/ Clerk in agenda planning and draft and compile all agenda items and materials for Commissioner meetings in a timely manner. Provide noticing as required
- Facilitate the orientation of new Commissioners
- Facilitate and provide support for all Board Meetings (including ad-hoc committee meetings)
- Facilitate and provide support for the District's Advisory Committee (TPAC) including coordinating agendas and solicitation for new members
- Review scholarship reports as provided by the Aquatics Manager/Operations
- Support the Aquatics Manager in managing the development of Pool marketing and advertising activities
- Conduct research, find resources, evaluate and provide information to the Board of Commissioners and/or staff in support of the District's activities
- Develop and oversee the District's Records Management consistent with WA State's Access to Public Records requirements
- Facilitate, manage and maintain District contracts, agreements, ILAs, and other legal documents
- Interface directly with District contract attorney, as necessary, on issues requiring legal attention
- Interface directly with District contract CPA and Bookkeeper on issues requiring financial attention
- Ensure District's compliance with all King County Elections requirements
- Manage Board identified Request for Proposals (RFPs) or Quotes (RFQs)
- Oversee and ensure compliance with all federal, state and local fiduciary and regulatory requirements, including:
 - WAC 246-260 Water Recreation Facilities
 - RCW 35.61 Metropolitan Park Districts
 - RCW 70.90 Water Recreation Facilities

Budget & Finance:

- Working closely with the Aquatics Manager/Operations, develop and prepare the annual budget and budget amendments for Board approval including all necessary filing
- Ensure District operates within the approved annual budget and notify the Board immediately if budget obligations are not met
- Analyze and recommend annual levy amount to the Board and complete documentation for timely submission to King County
- Develop, document and ensure effective audit processes and trails
- Work with District CPA and Bookkeeper on annual reports and periodic audits by WA State Auditor's Office
- Oversee voucher processing for KC to ensure timely payments
- Define cost savings, operational efficiencies, and a sustainable budget; recommend same to the Board
- Identify performance metrics for revenue and operational expenses, collate on a monthly basis and review with the Aquatics Manager/Operations and the Board
- Review monthly District financial statements and report to the Board on status

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

- Ensure quarterly financial reporting to the Board, as well as annual reporting
- Identify new revenue sources and model

Management Oversight:

- Initiate and develop and facilitate an active planning process including short and long term planning. (Facility CIP Plan, District Strategic Plan, Financial Forecasting)
- Engage as necessary with assessment of physical plant problems as they arise and work closely with the Aquatics Manager/Operations in defining the scope of work
- Provide oversight to procurement activities for the District, including the provisioning of materials, services, consultants, architects & engineers and contractors (as needed or requested by the Board)
- Oversee District's Public Works projects by working with the Aquatics Manager/Operations and others, as needed and ensure projects comply with WA State rules and regulations
- Maintain and safeguard the District's assets, records and documents
- Oversee and ensure WA State compliance with District asset acquisition, inventory and disposal processes and records
- Periodically benchmark the District against substantially similar aquatic operations

Public Relations:

- Act as representative, liaison, and spokesperson for the District regarding governmental entities (ie City of Tukwila, Tukwila School District, etc), associations, community and the press as needed or requested from the Board
- Ensure that referred patron's concerns and inquiries are handled appropriately
- Maintain effective relationships with the internal and external customers through oral and written communications
- Facilitate and work closely with the Board's citizen committee (the Tukwila Pool Advisory Committee - TPAC) to garner ideas and concerns
- Develop robust, sustainable volunteer program

Communications:

- Provide support as requested by the Aquatics Manager/Operations or Board to promote pool usage within the community
- Provide support as requested by the Aquatics Manager/Operations or Board in publishing periodic communiqués to the community
- Coordinate closely with:
 - President of the District Board and TPAC
 - Aquatics Manager/Operations
 - Contracted services (contract Attorney, CPA, Bookkeeper)
 - Other contracted service providers
 - Local entities and school districts
- In coordination with the Aquatics Manager/Operations ensure that The District's website and other social media services remain current
 - Tukwila Pool url: <http://www.tukwilapool.org/>
 - Facebook url: <https://www.facebook.com/pages/Tukwila-Metropolitan-Park-District-Pool/132240046924338>

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

Qualifications:

Knowledge and Education

- Strong financial management and budget skills, including accounting principles and budget preparation for cash-based system and Washington state BARS list of accounts Knowledge of Washington state laws, regulations and codes as they apply to park districts and swimming pool operation preferred
- General knowledge of, or ability to comprehend, swimming pool systems and operation, such as filtration system, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors
- Knowledge of methods, procedures and practices of issue analysis and evaluation, planning, bidding and construction as applied to swimming pool operation and facility maintenance
- Knowledge of Washington state records retention and public disclosure requirements
- General knowledge of the basic legal requirements of contracts, leases, agreements and the ability to draft documents for review by the District's contracted attorney
- Clearly understands and uses the components of a successful business organization
- Bachelor's Degree in Business Management, Administration, Parks and Recreation, Leisure Studies, or a related field or equivalent experience preferred
- 3-5 years experience in leading an organization preferred
- Knowledge of marketing and how to effectively apply it in a public recreation setting
- Must be able to pass a WSP and FBI background check

Skills

- Demonstrated ability to lead an organization to exceptional performance levels, model positive work ethic and to integrate efforts of the entire pool organization
- Demonstrated past experience in successfully performing management functions: planning, leading, organizing, motivating, reviewing and evaluating results and personnel including conflict management
- Demonstrated ability to work independently with little or no supervision
- Able to identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Ability to interface with database systems such as accounting, records management, and inventory management
- Proficiency at a high level using , MS Office 365, Microsoft Word, Excel and PowerPoint
- Ability to set goals and objectives and carry them through
- Ability to work effectively alone or with multiple stakeholders
- Strong written and verbal communication skills

Attributes

- Works well with people, treating everyone with respect
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image at all times
- Works well as a team member/leader in all interactions
- Provides consistently high quality service

Tukwila Pool Metropolitan Park District

JOB DESCRIPTION

Performance Review

- Annual review by the President of the Board and approved by the Board

Working Conditions

- Must be able to work from the pool facility, home, travel as necessary to meetings, be available for monthly evening meetings and occasional Special Meetings and some weekend Pool events
- Maintain regular on site District Office Hours as approved by the Board
- Regular meetings of the Board are every second (2nd) Monday of the month at 6:00 p.m. at Valley-View Sewer District Building (subject to change)
- TPAC (Tukwila Pool Advisory Committee) meetings occur the third (3rd) Saturday of the month at 8:10 a.m. at the Tukwila Community Center (subject to change)
- The Tukwila Pool Metropolitan Park District is an equal opportunity employer

PART 6: BENEFITS AND PAID TIME OFF

6.1. Policy. The district may provide certain positions with an Optional Benefits package and the ability to earn paid time off (PTO). Positions currently eligible to receive these benefits include:

- (a). Executive Director
- (b). Aquatics Manager
- (c). Assistant Aquatics Manager
- (d). No other positions are currently eligible to receive optional benefits or PTO. The district reserves the right to add to, amend, and discontinue the optional benefits package and/or PTO.

6.2. Optional Benefit Allowance.

- 6.2.1** The District designates an allowance for each eligible employee which is to be used at their discretion to purchase Health Insurance, Dental Insurance, Vision Insurance, Child or Elder Care, or Disability Benefits “Benefit Allowance”.
- 6.2.2** The Benefit Allowance is reviewed periodically by the District and may be adjusted and all or a portion of it may be eliminated at any time.
- 6.2.3** This Benefit Allowance is distributed in lieu of traditional employee benefits. Although the Benefit Allowance is not defined as salary for the employee, it is taxed as income.
- 6.2.4** Each employee provided with a Benefit Allowance is expected, but not required to maintain medical coverage as required by federal, state or local law.

6.3. Paid Time Off (PTO). Paid time off (PTO) may be accrued and used by an employee for vacation, sick days, or personal time.

6.3.1 Eligible employees accrue PTO as follows:

Years of Service	Non-Exempt Accrual Rate	Exempt Accrual Rate	Maximum accruable
1	8 hours for every 173 hours worked	1 day per month	12 days
2	8.64 hours for every 173 hours worked	1.08 days per month	13 days
3	9.28 hours for every 173 hours worked	1.16 days per month	14 days
4	10 hours for every 173 hours worked	1.25 days per month	15 days
5	10.64 hours for every 173 hours worked	1.33 days per month	16 days
6	11.28 hours for every 173 hours worked	1.41 days per month	17 days
7+	12 hours for every 173 hours worked	1.5 days per month	18 days

- 6.3.2** PTO accrual is calculated on a monthly basis beginning with an employee's first date of employment and is not pro-rated for partial months.
- 6.3.3** If an employee plans to use PTO for personal or vacation time, it must be approved in advance by the employee's supervisor. Requests that have a negative impact on the operations or other employees may not be approved.
- 6.3.4** When PTO is used, employees must send written notice (i.e. email) to their supervisor, who will forward it to the designated bookkeeper/payroll specialist before the close of the pay period to which the request applies. The employee must specify exactly how much time is being applied toward PTO.
- 6.3.5** Once the maximum accrual of PTO is achieved, an employee will not be able to accrue additional PTO.
- 6.3.6** PTO may only be transferred to another PTO eligible employee for extenuating circumstances with approval from the Executive Director or Designee.

6.4. Paid Holidays

- 6.4.1** The Tukwila Pool is closed on the following holidays: December 25th and the fourth Thursday in November (Thanksgiving Day).
- 6.4.2** Exempt employees are not expected to work on these Holidays, but will be compensated in the usual manner.
- 6.4.3** Non-exempt or hourly employees will not be scheduled to work on stated Holidays. If, due to an emergency, they are required to report to work, they will be compensated at double their usual hourly rate for the time worked.

6.5. Washington State Family Care Rules.

- 6.5.1** In accordance with the Washington Family Care Act, employees may use any accrued PTO that they have available on their own to use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.
- 6.5.2** An employee may use available PTO to care for his/her child where the child has a health condition requiring treatment or supervision, or where the child needs preventative care (such as medical, dental, optical or immunization services).
- 6.5.3** An employee may use PTO when a spouse, registered domestic-partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition," which are conditions:
 - (a).** Requiring an overnight stay in hospital or other medical-care facility;