

TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting 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**

Monday, February 8, 2016, 6:00 PM

RES. # 2016-01

VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM AT 3460 S 148TH SUITE 100 TUKWILA, WA 98168

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL		
2. APPROVE AGENDA		
3. CITIZEN COMMENTS <i>(limited to 4 minutes)</i>		
4. CONSENT AGENDA	<ul style="list-style-type: none"> a) Approve Minutes Tukwila Pool MPD Board of Commissioners Special Meeting, December 28, 2015 b) Approve Minutes Tukwila Pool MPD Board of Commissioners Regular Meeting, January 11, 2016 c) Approve Voucher 02-05-16 	<p>Pg. 4</p> <p>Pg.18</p> <p>Pg.28</p>
5. REPORTS	<ul style="list-style-type: none"> a) Commissioners b) Aquatics Manager c) Financial Support Services d) Tukwila Pool Advisory Committee (TPAC) 	Pg.31
6. BUSINESS ITEMS	<ul style="list-style-type: none"> a) TPAC Welcome Packet b) Update from Executive Director Narrow Down Committee c) Update from Administrative Director Transition Committee d) RFQ Flooring Project Update – Aquatics Manager <ul style="list-style-type: none"> 1. Selection of Preferred Company <ul style="list-style-type: none"> (a) DPK (b) Ironclad (c) Leewens 2. Establishment of timeline e) Commissioners Roles and Responsibilities <ul style="list-style-type: none"> 1. Continuing Roles/Responsibilities 2. Interim Roles/Responsibilities 3. Contact/Point People 	

	<p>f) Financial Transfer/View Authority</p> <p>1. Next Steps</p> <p>g) WCIA Insurance Add On to comply with Auditing Officer requirements</p> <p>h) WCIA Audit Plan 2016</p> <p>i) Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, March 14, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168</p>	Pg.33
7. MISCELLANEOUS		
<p>8. EXECUTIVE SESSION</p> <p>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</p>		
9. 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.

TUKWILA POOL METROPOLITAN PARK DISTRICT

**December 28, 2015 – 5:00 p.m.
Foster Library Meeting Room**

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 5:03 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager and Kim McCoy, Administrative Director

Pledge of Allegiance was recited.

CONSENT AGENDA

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY BOARD PRESIDENT PUKI TO MOVE ITEM 6F TO 6A UNDER BUSINESS ITEMS THE POOL STAFF ORGANIZATION CHART DISCUSSION. MOTION CARRIED 5-0.

CITIZEN COMMENTS (Limited to 4 minutes)

No citizen comments were made.

CONSENT AGENDA

a. Approve Voucher(s)

Aquatics Specialties Services (pool chemicals), Broadview Networks (internet), GDM Private Financial Solutions for \$3,125.00 (accounting for the REC 1 credit card coding error), check for reimbursement for Mr. Burke for expenses and services rendered, Walter E. Nelson Company (janitorial supplies).

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE VOUCHERS AS PRESENTED. MOTION CARRIED 5-0.

REPORTS

a. Commissioners

Commissioner Frangello-Anderson reported that she contacted Dawn and is waiting for records to be sent to her from GDM.

Board President Puki reported that the pool has been operating well and it is nice to swim in the warm water on a cold day.

b. Executive Committee

No report

c. Aquatics Manager

Mr. Perkins reported that the pool was closed two hours early on Christmas Eve.

d. Administrative Director

Mr. McCoy has no report at this time.

Commissioner Zaputil inquired if full payment for the OPMA meeting on January 23, 2016 has been remitted.

Mr. McCoy said the all commissioners are registered to attend and payment has been remitted.

Commissioner Zaputil asked for an update on the records that are not currently on the website including the contracts, policies, resolutions and process sheet.

Mr. McCoy stated that about 40% of the resolutions are up on the site; the contracts are not there and the policies will be done when the resolutions are finished. The process sheet has not been printed yet, but he will have it by the next meeting.

Board President Puki asked Mr. McCoy if he thought that all records that should be online will be online by the next board meeting which is January 11, 2016.

Mr. McCoy replied that he should that task completed by the next meeting. He has the most recent contracts that are signed to put online; however, there are other contracts that are awaiting vendor signatures before they can be posted online.

Commissioner Frangello-Anderson suggested that possibly researching emails for signed contracts or asking former Commissioner Kruller if she has copies of these contracts in her records may result in locating some or all of the contracts currently awaiting signatures.

Mr. McCoy stated that WCIA informed him that employee contracts had different rules as far as posting them online. Therefore, he will postpone uploading those until he gets clarification.

Board President Puki stated that there was a contract for maintenance, but wondered if there is a clause for emergency services in the contract.

Mr. Perkins stated there is a contract with US Bank as the credit card processor which is not the REC 1 account. REC 1 is a separate vendor that processes the credit cards, codes them for the correct account and acts as a credit card settlement company.

Commissioner Zaputil said that a company is chosen as a vendor to process the credit card transactions and then that vendor receives the 3% fee. REC 1 charges a yearly processing fee and a percentage of credit card sales which includes the software for the point of sale program.

e. Financial Support Services – no report.

f. Tukwila Pool Advisory Committee (TPAC) – no report.

BUSINESS ITEMS

f. Pool staff organization chart (discussion)

Commissioner Gengler read her statement into the record "While it is very clear that the Tukwila Pool needs an aquatic staff to operate the pool portion of the TPMPD. What is not clear is what does the Park District needs to fulfill its obligations as a separate municipality and how does that position, or positions, work with the pool operation and the TPMPD Board to forward the mission and the goals of the TPMPD. Under the previous commission there have been various models that have been used to address these needs. The current model introduced earlier this year is the temporary position of an administrative director. This position was created as a limited term solution and has been a stop-gap while the Park District has changed governance and acclimates to being a self run operator.

Now with the independently elected commission firmly in place and our one year anniversary as a self run pool upon us, I believe it is an ideal time for a fresh look at the TPMPD organization. I would request that the board create a committee to draft a job, or jobs, description based on the feedback obtained from board members, staff and by reviewing other MPDs and pools to present to the board at the January 11, 2016 meeting. The goal would be to reach consensus at this meeting on the job, or jobs, description and how the positions interact and the chain of command and then, post the job, or jobs, created and agreed upon by the board. To that end I would like to make a motion to eliminate the temporary administrative director position as of January 31, 2016 with the intention of establishing a permanent position, or positions, and placing personnel in those positions by March 1, 2016."

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO ELIMINATE THE TEMPORARY ADMINISTRATIVE DIRECTOR POSITION AS OF JANUARY 31, 2016 WITH THE INTENTION OF ESTABLISHING A PERMANENT POSITION, OR POSITIONS, AND PLACING PERSONNEL IN THOSE POSITIONS BY MARCH 1, 2016*

Board President Puki agreed with Commissioner Gengler statement and would like to create a sub-committee to assign the task of evaluating the structure and alignment of the positions in the TPMPD.

Commissioner Neuffer asked how the gap between January 31st and March 1st would be handled.

Commissioner Gengler stated that the tasks that need to be performed during that gap will be outlined and handled by the current staff or board members.

Commissioner Zaputil said that the elimination of the position is an organizational chart discussion. The TPMPD knows that a manager, lifeguards and instructors are needed to run the pool. The attorney position is a clear need. The positions that are not known as being needed can be cleared out and then the sub-committee can bring recommendations to insert new positions as needed.

Commissioner Neuffer is concerned that the hiring process for positions could take much longer than a month so how will the daily tasks to be handled and by whom?

Board President Puki stated that the organizational chart is the key discussion and as far as the everyday duties he feels the board has enough knowledge to complete these tasks if needed. He feels the most important issue is to align the organizational chart. He would prefer hiring a part-time executive director who would be a direct interface for Mr. Perkins to help better manage the pool. This is a position that a job description has already been formulated; however, there may be some revisions necessary. Hiring for this position would replace the administrative director position, give the board the assistance they need and give Mr. Perkins assistance in administrative functions.

An executive director would be helpful when situations occur, like the recent boiler issue, to be in charge of issues and resolve them. Mr. Perkins has a list of items and the executive director would be in charge of finding resolutions for these issues and prevent reoccurrences.

Commissioner Zaputil stated that hiring an executive director is consistent with other small MPDs in the area. There is a work chart that was created by a former executive director that shows the times that were allotted to different tasks that were in the job description. She is supportive of an organizational chart with an executive director at the top.

Board President Puki raised that the issue of hiring an executive director has been difficult for past boards. Finding a part-time person that will stay in the job is the biggest challenge.

Mr. McCoy stated that in the packet there is a separate three page item that outlines the duties of the administrative director that he had worked on with a member from a previous board.

Commissioner Gengler would be interested in hearing the original job description published by the City when they were hiring for an executive director that Commissioner Zaputil found. In looking at other pools this position seems to be difficult to fill.

Board President Puki stated that the models previously attempted to run the pool have not been successful mainly because of communication between board and pool staff to be able to solve issues and decision making authority.

After a brief discussion, the consensus was that the organizational chart would be arranged by voters on top, then commissioners, then the executive director and then the aquatics manager.

Commissioner Neuffer feels the roles in these positions and expectations need to be clearly outlined so everyone knows their duties and can interact smoothly with each other.

Board President Puki said that cross-training is also important to fill-in for vacations, leaves, etc.

Commissioner Zaputil stated that one of the important duties of the executive director would be to oversee district functions on a high level and provide support to the aquatics manager and operations as needed.

Commissioner Gengler said that for a part-time position it seems to entail a lot of administrative tasks.

Board President Puki introduced a possible a clerk type, part-time position to do the everyday administrative tasks so the executive director could use the time to better use.

Commissioner Zaputil restated that the pool is a small entity so there may be situations where time is not used most efficiently.

Board President Puki said that based on the discussion the board is having a sub-committee needs to be formed and called for volunteers.

Commissioner Frangello-Anderson feels that perhaps the title of executive director is not the correct title. She sees the executive director almost parallel to the aquatics manager.

Board President Puki said that while some of the tasks of an executive director will be administrative, there will be other tasks that will be on a higher level of administration such as contracts, emergency response, etc.

Commissioner Gengler feels that Commissioner Frangello-Anderson and Commissioner Zaputil would make for a good sub-committee. She would; however, like any of the board members, to have input and asked if that could be communicated via email.

Commissioner Zaputil stated that both members can be emailed, but it must be the same email to both and neither one of the members would be allowed to reply.

***COMMISSIONER ZAPUTIL REMOVED HER SECOND FROM THE MOTION BEFORE THE BOARD AND COMMISSIONER GENGLER WITHDREW HER MOTION.**

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON, TO CREATE A SUB-COMMITTEE TO BE REFERRED TO AS THE DISTRICT ORGANIZATIONAL COMMITTEE TO REVIEW THE POSITION FOR THE TPMPD AND TO INCLUDE ALL FEEDBACK WITH A DEADLINE TO BE DETERMINED BY THE COMMITTEE. THE COMMITTEE WILL CONSIST OF COMMISSIONER ZAPUTIL AND COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED 5-0.

- a. Administrative Director Contract
 - (1) Modeled after March 2015 (wages)
 - (2) Modeled after July 2015 (salary)

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL, TO ELIMINATE THE TEMPORARY ADMINISTRATIVE DIRECTOR POSITION AS OF JANUARY 31, 2016 WITH THE INTENTION OF ESTABLISHING A PERMANENT POSITION, OR POSITIONS, AND PLACING PERSONNEL IN THOSE POSITIONS BY MARCH 1, 2016. *

Commissioner Neuffer is still concerned about the time gap in February and the impact that will have on the aquatics manager.

Commissioner Zaputil is very mindful of the time gap and because this board is more engaged with the pool, the commissioners will be able to help share the load. This also creates a good opportunity for the board members to have an even better understanding of what it takes to run the pool.

Commissioner Gengler stated that her motion is only to eliminate the temporary position. If there is work that needs to be done, the board can find people to accomplish it.

After a brief discussion about what would happen if a public records request came in during the time gap. The policy of the TPMPD has said only that it will cooperate with all public records requests, but there is no process in place. The consensus was that this type of requests could be handled by board members.

Commissioner Ellen Gengler inquired about the RFP coming up and asked Mr. Perkins if he would be comfortable with doing the project management during the time the pool will be closed as there will be several items under repair at the same time.

Mr. Perkins assured the board that he has experience in project management and is confident the projects will not be an issue for him.

***MOTION CARRIED 5-0.**

- b. Employee incentive plan (discussion)

Commissioner Zaputil clarified that the incentive plan is not a bonus as the language states. The TPMPD is not allowed to give bonuses, so the financial verbiage needs to be amended so that it does not say bonus.

Board President Puki thinks it is a great idea to have an incentive plan for the aquatics manager and the incentive must be tied to real core values.

Commissioner Neuffer feels revenue is the focus now and the incentive plan can change in the next year. There needs to be clearly defined baselines so then there could be various metrics for incentives. This year, it should be focused on one particular metric, there has to be a baseline.

Mr. Dance will bring the end of the year totals to the next meeting and that may give a base as to what the revenue was last year to base the incentive plan on this year.

Board President Puki said that a shortened budget such as six months can be used as a base.

Commissioner Zaputil stated that because of the way the pool gets revenue the totals can vary greatly month to month.

Commissioner Gengler questioned whether creating an incentive plan was the best use of time for this meeting. It might be better if this item was tabled for now.

Commissioner Zaputil agreed with that, but noted that the board is committed to designing the incentive plan.

Mr. Perkins said the delay would give him time to pull the numbers together for the board to review when outlining the plan.

Board President Puki said the consensus is to create an incentive plan. Deciding what metrics to use and how to implement that plan is going to be a work plan item to be approved in the first quarter if possible.

c. Account Payable Authorized Signature Forms

Mr. Dance suggested at the prior meeting to amend required signatures from one to two. Having two signatures adds a layer of protection. He recommended those people be the board president, the board clerk and the CPA.

Commissioner Gengler called the board's attention to page 19 in the packet and suggested that where it states auditing officers to instead of putting a person's name, just list positions.

Board President Puki stated that the signature page will have to be resubmitted, but the Resolution should reflect board president, clerk of the board and CPA.

Mr. McCoy volunteered to make the changes the board would like and bring back a clean copy for signatures. He left the meeting and will be returning to present the document before adjournment.

Mr. McCoy left the meeting at 6:45 p.m.

Mr. Perkins took the board through how bills are processed. First he codes them with the correct GL code. Once a week or twice a week, he delivers the bills to Mr. Dance's office and Mr. Dance or his staff create the warrants for signatures. They are then sent to Mr. McCoy and, once signed, the warrants are returned to Mr. Dance for submittal.

Board President Puki said that Mr. Dance scans the signed copies and sends them to King County. The board's signatures are already on file.

Mr. Perkins does receive copies of all warrants and keeps them on file.

There was a discussion about the original warrants and where they were housed. It is presumed that the Mr. McCoy has them, but will ask him when he rejoins the meeting. Consensus was that the originals will be kept by Mr. Perkins with the bills and copies of the checks attached; however, with the new bookkeeper this process may be amended.

Mr. McCoy rejoined the meeting at 7:00 p.m. and distributed new copies of the signature pages to each commissioner.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER, TO APPROVE RESOLUTION 2015-15 AND TO READ IT BY TITLE ONLY. MOTION CARRIED 5-0.

There were two minor changes on the signature page; 1) To change board CPA to district CPA and 2) To change board secretary to board clerk.

RESOLUTION 2015-15

APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS' APPROVAL. MOTION CARRIED 5-0.

d. King County fund access for transfers (discussion)

Board President Puki stated there is just one fund now which makes it difficult to determine what funds are in which budget. He researched RCW's that mandate the MPD have separate funds for operating capital and feels it is in the best interest of the district to have separate accounts. Many districts have three funds; one for operating capital, one for CIP and one for a reserve fund. If monies are allocated into these funds, it will take board approval to move these funds out of those separate accounts.

e. Establishing separate budget funds for operations, CIP and operations reserve (discussion)

Commissioner Zaputil would like to defer this item to the second quarter as there will be some time to get things set up with King County.

Board President Puki agreed that there will be set up time for this item. The monies for the CIP account have been indicated. There needs to be a separate fund for CIP and a robust discussion on whether or not a reserve fund needs to be established.

Commissioner Gengler stated that all the monies are in one account and the CIP money is being tracked, but wondered if there is a benefit to keeping all monies in one account to accrue interest.

Commissioner Zaputil said in her interpretation of the King County investment pool where the money is held, the district will not get penalized for a lesser amount. She feels splitting the monies would not cause a loss of interest because the money is in a pool of funds. It would be the same money, just different accounts. This should be verified before proceeding. The other reason she would suggest waiting until the second quarter is that is when the revenue from taxes is received.

Board President Puki agreed that delaying making the change is fine because he feels there needs to be more discussion on this item before moving forward. He feels that the changes would bring more transparency to the public and build in more security.

Commissioner Zaputil thinks there may be some financial policies regarding the CIP fund and she will research those and update them if necessary.

Board President Puki feels that having the CIP fund is in the policies, but the reserve fund may not be in there. He would like to have the third reserve account as a backup so that in the event something unexpected happens, there would be money to cover it.

Mr. Perkins asked at the end of the fiscal year what would happen to those dollars allocated to the reserve account.

Board President Puki said other districts that have this reserve fund let any unallocated funds remain in the account until they are needed to back up operations.

Commissioner Gengler agrees that a CIP fund is necessary and the reserve fund is something that should be done when the district is flush. She would like to know what the difference is in having an allocated reserve fund versus just leaving the money where it is, but not allocating those monies for spending.

Commissioner Zaputil stated that William Shore Pool has an unallocated reserve and the allocated reserve is the budgeted amount they can spend.

Board President Puki said that if the board decides to do an operations reserve, it would have to set it up through the budgeting process for 2017. He feels it would be in the district's best interest to create a reserve account.

The consensus of the board is to move this item forward and make it a work plan item.

g. Contract for minutes (Lady of Letters)

Commissioner Frangello-Anderson stated she had a conversation with Lady of Letters and discussed their services. They typically do not need a contract, but agree to sign one. Generally, they are not present at most of the meetings even though it is in their scope of work. The previous commissioners preferred the on-premise, but she recommends off-premise as long as the meeting is taped and understandable. This will save the district money.

Board President Puki suggested the board set aside some funds to buy recording equipment that would be appropriate that would provide high quality recording and a backup recorder as insurance.

Commissioner Frangello-Anderson said that there were issues getting the files to Lady of Letters from the previous meeting, but those were eventually worked out. The files preferred are .MP3 files. How to download the files is still being evaluated.

Commissioner Neuffer thinks she may have purchased some equipment for her use that she believes creates .MP3 files and she will bring the information about the recorders to share at the next meeting.

Commissioner Zaputil said there is still an issue with the size of the files and how best to transfer those files to Lady of Letters.

There is a consensus to move forward with the off-premise services of Lady of Letters and the district needs to purchase a .MP3 high quality recording system and a backup recorder.

Mr. Perkins suggested that the district purchases a new system and use the current system as backup.

Commissioner Zaputil recapped what she understands is that Commissioner Neuffer will do the research on the recording system and Commissioner Frangello-Anderson will work through the details with Lady of Letters.

Board President Puki asked if a contract is necessary with Lady of Letters.

Commissioner Zaputil said that the attorney recommends a signed contract.

Commissioner Gengler volunteered to research file transfer sites that are free of charge.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER ENGLER, TO AUTHORIZE BOARD PRESIDENT TO SIGN THE CONTRACT WITH LADY OF LETTERS FOR TRANSCRIPTION SERVICES FOR 2016. MOTION CARRIED 5-0.

h. RFP Flooring (Discussion, Motion to approve)

- (1) Consulting Contract with FLOORinSPEC
- (2) Consultation Request with FLOORinSPEC
- (3) FLOORinSPEC Consultation Request for TPMPD
- (4) RFP – Small Works Roster Contract Package

Mr. McCoy stated that a consultant was hired to ensure that the RFP for the flooring would be able to reach the proper types of vendors. The consultant did a walk through the facilities to inspect the floors. He noted several spots that are too slippery and said that there are several different approaches that can be done.

Board President Puki asked if the consultant was able to identify the product that was used and who manufactured it.

Mr. McCoy said that he had that information before the consultant arrived and had obtained that information from the L&I claim that was filed.

Board President Puki asked how it was determined that this product that was applied and is it the product that is currently on the pool floors.

Commissioner Zaputil said that when this floor issue came up previously, she found an L&I claim against Amour Clad who was the sub-contractor that applied the coating. The claim detailed what was used and how it was applied.

Board President Puki said that when the pool floor was coated, it was supposed to be double coated and hand trowel finished, but for some reason that was not the case. Did the consultant provide a list of compatible finishes that can overlay the current product?

Mr. McCoy stated that the consultant said there are some products that can be used, but it depends on the preparation of the floor.

Commissioner Zaputil said that from what she read in the RFP it is open to allow new solutions to be presented. She would like to know if there is a solution to this issue.

Board President Puki stated that the coating that is currently in place will not be used again. The difficulty is finding a coating that will work with what is currently there without causing more problems.

Mr. McCoy said that will be a function of which product is selected.

Board President Puki stated that the board assumed the consultant would come up with recommendations before the RFP is sent out for bids.

Mr. McCoy has samples of what the consultant thought would be compatible to create the flooring that the MPD is trying to obtain. One of the recommendations the consultant had was a product that was called Eco Surface.

Commissioner Frangello-Anderson asked if these products would require the floor surface to be completely replaced.

Mr. McCoy said there are three products that would require the surface to be roughed up before recoating.

Board President Puki stated that because the coating was applied over brushed aggregate, the aggregate will be exposed in some areas when roughing up the surface which may create problems.

Mr. McCoy said the consultant did not believe the light abrasion necessary would go down deep enough to expose the aggregate.

Commissioner Zaputil asked if the consultant thought there is a problem with the floor and should it be replaced.

Mr. McCoy responded that the consultant did feel there is a deficiency in the coating on the floor now and recommended that it be replaced. The consultant also said that the RFP was well written.

Board President Puki said that now is the time to move on and look at the samples chosen by the consultant and that, according to Mr. McCoy, stated that they are compatible with the current coating.

Commissioner Neuffer has a couple of concerns; one of which is the improperly installed product and that the installer needs to take responsibility for that. The other thing is that the product did not perform correctly.

Commissioner Zaputil stated that there was a one year warranty with McKinstry; however, that has expired without a resolution in place. She agrees with Commissioner Neuffer to look for a measure to re-coop losses. The floor needs to be fixed first and then go back to the project manager, which was the City, and see if there is any recourse.

Board President Puki asked if the consultant recommended any particular product.

Commissioner Gengler asked if the consultant saw any of the examples that the board is seeing when he was in the facility.

Mr. McCoy stated that the consultant gave him the names of products he recommends and then Mr. McCoy contacted the manufacturers for samples of these products.

Commissioner Zaputil asked if any other facilities have used these products that the board could take of tour of to see the product in use.

Mr. McCoy said that he is researching to find those facilities, but has not yet compiled a list.

Commissioner Zaputil understands that the RFP does not spec out a product and the benefits of that are if someone has a better solution, they can present it to the board for review.

Board President Puki called for a five minute recess at 8:56 p.m. and called the meeting back to order at 9:01 p.m.

Board President Puki wanted to clarify for the record that these solutions are not coatings, there are actual materials that have to be laid down and bonded.

Mr. McCoy stated that once the material is decided upon, the order is placed and then they are shipped to the facility. They are then rolled out, cut and sized properly.

Board President Puki is concerned about the nature of the current floor being uneven and the bonding process with the new material.

Mr. McCoy brought up that as long as the flooring is being replaced, this might be an excellent time to widen channel drains.

Mr. Perkins said that would be a very expensive endeavor.

Board President Puki asked if there was a problem with the drains.

Mr. Perkins stated that the problem with the drains is they cannot be pulled up to clean them out and they are only an inch wide. The ones when the pool covers are rolled up flood.

Mr. McCoy interjected that the pool covers disintegrate so little particles get in the drains and plug them up.

Mr. Perkins is working on a solution for this issue.

Commissioner Zaputil asked if currently the grates cannot be pulled up.

Mr. Perkins said that there are access points where a hose can be used to try to flush the drains.

Board President Puki stated that one of the things that would be a part of the RFP is it a poured product or an overlaid product.

Commissioner Zaputil said based on the current way the RFP is written there would be a one year warranty. If a defect is found within the one year, that would reset the one year clock. She would like to see a longer warranty period. This is all a part of the process of reviewing bids and selection.

Board President Puki said that normally contractors only warrant the installation. The manufacturer warrants the actual product provided trained and certified installers are utilized. That would authorize a manufacturer's warranty which is generally a longer time period. Part of the RFP should be that an authorized contractor is certified by the manufacturer for installation.

Mr. McCoy interjected that Mr. Snure wanted to remind the board that the chosen contractor must be on the MRSC list.

Commissioner Zaputil would like to see this qualification be under "work", which is page 5 of the contract, and add a bullet point that the contractor must be certified by the manufacturer to install chosen product. She also wondered if the board is moving forward with the RFP because of the time limitation on getting work performed.

Board President Puki asked if the board had a preference of poured flooring versus material overlay.

The consensus of the board was to look at all options presented, and then make the choice they think will best suit the pool environment.

Commissioner Frangello-Anderson said that the RFP needs to get published in order to schedule dates the pool will be shut down for this renovation.

There was a brief discussion held and the consensus was there are some changes that need to be made in the RFP and Mr. Perkins and Board President Puki can review the changes.

Mr. Perkins and Board President Puki agreed to perform this task.

Commissioner Zaputil is comfortable leaving the dates to Mr. Perkins and Board President Puki.

Commissioner Gengler would like to change the date and that RFP responses should be submitted via email to info@tukwilapool.org

Mr. Perkins suggested a subject line on the email could be something along the lines of pool revision.

Mr. McCoy added that some contractors may want to submit in person at the pool and Mr. Perkins agreed that they should be allowed to submit bids that way also.

Commissioner Neuffer wanted to verify if the board wants it to say a request for quotes.

Commissioner Zaputil asked Mr. McCoy if there was a reason for quotes versus proposals.

Mr. McCoy replied that it was suggested to him that it be written that way.

Commissioner Frangello-Anderson wondered if a RFQ is published, then is a RRP required.

Board President Puki stated that RFP and RFQ are two different documents. An RFP is used to gather those interested in what they can do for you. An RFQ actually awarding the work.

Commissioner Zaputil commented on a wording change that is needed on item 4 of the RFP. She is not comfortable with it ending ...*agreed upon*. Therefore, she would like that changed to ...*if mutual agreed*. Then on page 3, the email address needs to be updated.

Mr. McCoy said he would like to add 1.8 "*contractor must be certified by the manufacturer to install products* on page 5 under 1.7.

Board President Puki stated that the one year warranty from the contractor is normal, but that is the reason for the certification by the manufacturer so the warranty period is extended.

Commissioner Gengler asked for clarification of 2.1 which states the contractor will provide monthly statements which will indicate the percentage of completion for each portion of work.

Commissioner Zaputil feels that is standard boiler plate language and has been approved by the attorney.

Commissioner Gengler stated this project is only a 14 day project.

Commissioner Zaputil said that would cover the contractor if there are a number of change orders and it provides the ability for the contractor to invoice should the work take longer than anticipated due to amendments.

Mr. Perkins asked about 3.1 and if that has been determined yet.

Commissioner Zaputil said that number will be under the quote. The next change she would like to make is on page 18 in the packet, page 15 of the contract; under 22, Working Plans and Drawings. One thing that she wanted to add ownership and use of documents to ensure the pool retains ownership of all the documents created. Contractor shall be able to retain copies of these documents. This will become 22.3 and she will send the language to Board President Puki.

Commissioner Frangello-Anderson noted that page 29.01 has a formatting issue.

Commissioner Zaputil went through Exhibit F and clarified the language and definitions. In her opinion the last sentence is unnecessary. Instead of saying *that* insert *the aggregate was covered*

over in 2013. Also, the sentence about *due to budgetary consideration...* should be removed and the beginning of the next paragraph *...though more comfortable to the feet* should read *the coefficient of friction was reduced in spots*. Then down to replace *we seek an installer* with *the contractor will provide a durable solution*. She will send these changes to Mr. Perkins and Board President Puki. The last thing is the last sentence should read *a tighter time period is preferred*.

Commissioner Gengler stated that on page 30 under Scope of Work, Exhibit F, the second to the last paragraph is just one sentence and it says *if necessary*. She would prefer to remove that sentence. She will take a closer look and send changes to Mr. Perkins and Board President Puki.

Commissioner Zaputil said that when the map is printed it is hard to discern the difference between black and white and medium light grey.

Board President Puki suggested putting cross-hashes in to make it more readable.

Mr. Perkins asked for clarify that the areas that are not being resurfaced are the back room, the locker rooms and the offices.

Commissioner Zaputil is comfortable with Mr. McCoy and Board President Puki solidifying this RFP to publication on January 4, 2016.

Mr. Perkins wanted to ask if the bleachers would be added. The consensus is they would not be a part of the Scope of Work.

Commissioner Zaputil added that the color choices are up to the board and are not included in the RFP.

Board President Puki wondered if there has to be a meeting to authorize the contract.

Commissioner Zaputil stated that, according to Mr. Snure, a meeting must be held to authorize the contract.

Commissioner Gengler asked how and where the RFP is being posted.

Mr. McCoy replied it is being posted in the Puget Sound Business Journal, which is typical. There is also a regional floor association website where it can be posted.

Commissioner Gengler asked when a completed version is going to be ready for Mr. Perkins and Board President Puki to review.

Mr. McCoy said he can send a revised copy of the RFP by this weekend. He also noted that he is still working on finishing up the website.

Board President Puki said that Mr. McCoy can get the final copy tomorrow and Board President Puki will preview and route to all board members to see if there are any more corrections. Then he will make sure Mr. McCoy receives it by 3:00 p.m., Wednesday.

- i. Next Executive Committee meeting – set time and place
- j. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday January 11, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located At 3460 S. 148th Suite 100, Tukwila, WA 98168.

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER, TO
ADJOURN THE MEETING AT 8:45 P.M. MOTION CARRIED 5-0.**

Dave Puki, President of the Board of Commissioners

TUKWILA METROPOLITAN PARK DISTRICT

**January 11, 2016 - 6:00 p.m.
VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM
DRAFT MINUTES**

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Board President Dave Puki called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:08 p.m.

Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager and Kim McCoy, Administrative Director.

CONSENT AGENDA

MOVED BY COMMISSIONER ZAPUTIL SECONDED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 5-0.

CITIZEN COMMENTS *(Limited to 4 minutes)*

No citizen comments.

CONSENT AGENDA

- a. Approve Minutes of Tukwila Pool Metropolitan Park District TPMPD Board of Commissioners (BOC) Regular Meeting, December 17, 2015.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY BOARD PRESIDENT PUKI TO AMEND THE MINUTES TO ADD COMMISSIONER ZAPUTIL AS THE SECOND FOR THE MOTION TO CLOSE THE PUBLIC HEARING AND APPROVE MINUTES OF DECEMBER 17, 2015 AS AMENDED. MOTION CARRIED 5-0.

- b. Approve Minutes TPMPD BOC Special Meeting December 28, 2015.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO POSTPONE THE APPROVAL OF MINUTES OF DECEMBER 28, 2015 TO THE NEXT REGULAR MEETING TO ALLOW MORE TIME FOR POSSIBLE CORRECTIONS. MOTION CARRIED 5-0.

- c. Approval of Voucher(s): None

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO MOVE ITEM 5E TO 5A TO INTRODUCE THE NEW BOOKKEEPER. MOTION CARRIED 5-0.

REPORTS

- a. Financial Support Services

Dawn Jackson introduced herself to the board as the new bookkeeper for the TPMPD.

The commissioners and pool staff welcomed Ms. Jackson to the Tukwila Pool. There was no report given at this meeting. Ms. Jackson and Mr. Dance will be working on the report to be given at a later meeting.

Commissioner Zaputil requested that the report be dispersed to the commissioners as soon as it is finalized to give the commissioners more time to study the report before the next meeting.

Ms. Jackson said that she will have the report sent out as soon as possible.

Commissioner Gengler asked Mr. Perkins if a report on the program numbers for the pool can be shared even if the full financial report is not available. These numbers could be part of the aquatic manager's report each month.

Mr. Perkins stated that the software that runs the pool can provide any statistics the commissioners' would be interested in studying.

The commissioner's and staff discussed arranging access to bank records for Ms. Jackson. Several ideas were brought up such as emailing bank statements. The consensus was to research the best way to get the information to Ms. Jackson and initiate that process.

Commissioner Gengler inquired about who will be preparing and filing the year end taxes for 2015. Ms. Jackson said that year end taxes are done by the CPA.

b. Commissioners

Commissioner Neuffer stated that she spoke with Lady of Letters, Inc. regarding the proper equipment to purchase for recording the meetings to give the sound quality necessary for best transcription and for public record.

Commissioner Zaputil reported that she met with the executive director of North Whidbey Parks and Recs Association and they are excited to keep the lines of communication open and sharing information between districts.

Commissioner Gengler will be meeting with Tony, a commissioner from the Des Moines Pool District, this week and she will share the outcomes at the next meeting. She also reported that the Marketing Club met and the luau is set for next Saturday. There was a discussion about the Turtles Swim Club and the timing of that program's start up date and time. The Turtles were supposed to meet on February 24th as an informational meeting; however, the pool is scheduled to be closed for floor repair, so this meeting may be held off-site.

Sherri Barr was also at the Marketing Club meeting and they discussed products that may be sold as concessions.

Board President Puki reported that the new voucher signature page was signed and sent to King County.

Commissioner Zaputil reported that a letter was sent to the Department of Revenue for clarification on all of the classifications of the pool's revenue activities to see which ones need to have sales taxes applied and collected. Currently, the pool collects taxes on everything except lessons, water aerobics and short term rentals.

Board President Puki reported that the pool's website has the luau listed on the home page as an event; however, the information is all in Spanish.

Commissioner Gengler stated that if you go to Events Page, it is in English. The Spanish listing was to hopefully attract more people and generate more interest.

Board President Puki reminded the commissioners that OPMA training is on January 23rd at 9:00 a.m. at the Mountain View Fire Station.

c. Executive Committee

No report

d. Aquatics Manager

Mr. Perkins reported that there are 88 students signed up for swim lessons. Re-certification of the lifeguards is in process; this happens on a yearly basis. There will be a contract signed between White Water and the pool this month. Currently, there are 24 high school girls signed up swim lessons, which is encouraging. Mr. Perkins has applied for a resale permit for the concessions and has also applied for a Costco Business card. Another concern is when citizens Google the pool, the old 2015 schedule is listed; he is unsure how replace it with the 2016 schedule.

Commissioner Gengler stated that she will research and resolve the issue.

Mr. Perkins also reported that the underwater vacuum broke and is now in for repairs. He will get a loaner to use until the pool's vacuum is operational again.

e. Administrative Director

Mr. McCoy reported that as his position comes to a close, he will share with Mr. Perkins the progress made on all tasks assigned to him and the goals he has achieved.

Commissioner Zaputil commented that getting the agenda packet together will be easier if everyone sticks to the time line for submissions. Emails are sent out to everyone involved when the deadlines are approaching. If any item(s) misses the submission deadline, then those item(s) can be given to the commissioners at the meeting.

Commissioner Gengler stated that the current commission has followed the path of the previous operators which involved many formalities. This commission can be less formal and is in agreement with Commissioner Zaputil that items can be added at the meetings.

Board President Puki summed up that deadline for submitting items is ten days before the meeting with publication seven days prior to the meeting. The packets would go out three days before regular meetings. Board President Puki will send out an email to everyone involved with these deadlines for the agenda.

Mr. McCoy noted that some of the resolutions need to be properly numbered. This takes time to achieve, but he will continue his efforts to bring them all up to date.

Board President Puki is in favor of the new policy numbering system using the year designation for the policy and resolutions numbering and should be common practice for the commission.

Commissioner Zaputil said she would follow up with Kate Kruller to ensure the commission has original copies of all resolutions passed to aid in the numbering system.

f. Tukwila Pool Advisory Committee (TPAC):

Sheri Barr reported that TPAC has had one meeting with three members. The members are: Sherri Barr, Kristine Selleck and Jacque Carroll. Kristine Selleck is now the secretary of TPAC.

Commissioner Gengler stated that the teacher for the Tukwila Swim Team notified her that there are more students interested in the swim team. Commissioner Gengler reminded the teacher that TPAC is also looking for students to join the committee.

Sheri Barr asked if the students must be Tukwila residents in order to be on the committee and the response from Commissioner Gengler was that it was not necessarily limited to Tukwila residents; however, they should be in the Tukwila School District or homeschooled students.

Commissioner Zaputil thanked Ms. Barr for her report and also asked Ms. Barr if the commission can assist her with the TPAC Committee.

Ms. Barr stated that the timeline is very helpful for her to know the deadlines for submissions.

Board President Puki said that deadline for TPAC would be seven days prior to the meeting for submissions.

Commissioner Gengler asked if Ms. Barr would like to have at least two commissioners at the TPAC meetings.

Ms. Barr stated that all are invited and more attendees could produce more ideas to discuss.

BUSINESS ITEMS

a. Pool Staff Organizational Chart (discussion)

(1) Organizational Ad Hoc Committee Report

The handout for this item is on page 27 of the packet. Commissioner Zaputil reported on the Ad Hoc Committee meeting. This meeting was focused mainly on Item B; Posting for District Employee. The financial impact of this position would be \$45,000 per year plus benefits.

Board President Puki noted that in the breakdown of the hours the executive director would work, it would average out per year to twenty-one hours per week.

b. Posting for District employee

(1) Ad Hoc Hiring Committee

Commissioner Zaputil stated that this job description is a draft worksheet taken from the former executive director position. The Ad Hoc Committee outlined options and option A recommends a twenty-eight hour work week.

(2) ED Estimated Hours

(3) ED Position Description (draft)

Board President Puki is concerned about attracting the right person for the job when looking at the job description.

Commissioner Zaputil assured the commission that the job description is not posted along with the job posting. A person interested in the position would use the embedded link to see the entire description of the job. In that description it is clear that this position supports the aquatics manager. She and Commissioner Frangello-Anderson did research on other districts' best practices and incorporated many of those in the description. Commissioner Zaputil stated that she spoke with the executive director at North Whidbey Parks and Recreation and when their job opening posted, they had nine candidates. The one tip this person gave was to make the hiring process quicker than thirty days.

Commissioner Gengler stated that, in her experience, the executive director interacts with the CPA and the bookkeeper.

Commissioner Zaputil said that in her understanding, because the commission signs the contracts

with these entities, the executive director helps compile information for the commissioners and those entities.

Board President Puki stated that the org chart makes positions clear and there may be some crossover duties.

Commissioner Gengler expressed her concern that the lack of verbiage in the org chart could lead to misunderstandings. The changes she would like to see is the bookkeeper listed underneath the CPA. Also, the relationship between the aquatics manager and the bookkeeper could be clearer. These could be cleaned up at a later date. She is also concern about some of the language in the job description that might limit some qualified candidates from applying. For instance, having extensive knowledge of filtration systems.

Commissioner Zaputil will be happy to go over the description and soften some of the language.

Commissioner Gengler gave several examples of more changes she feels are needed. For instance, under Education; a bachelors' degree in subjects other than Parks and Recreation should also be given weight. In the Skills portion; list Microsoft Office before Word. On page 37 of the description, under Working Conditions; it should read maintains regular office hours.

Commissioner Zaputil explained the reason working conditions was described as "some" was for flexibility.

Commissioner Gengler questioned why "work with other people under stressful conditions" is listed as a skill qualified applicants should posses.

Commissioner Zaputil explained that is a necessary skill when dealing with conflicts.

Commissioner Frangello-Anderson stated there may be a more positive way to list this skill such as 'conflict management'.

After a brief discussion, the consensus was to list conflict management as a skill required for the position.

Commissioner Gengler noted that on page 35, under Public Relations, "ensure the patrons concerns are properly handled appropriately". She feels this should be an operational concern.

Commissioner Zaputil explained that skill was for escalating concerns. It would be the duty of the executive director to handle those issues.

Commissioner Gengler thinks there needs to be some qualifying verbiage to clarify this is for escalating concerns because someone may think they are applying to answer the phone and take care of customers.

Commissioner Zaputil suggested it reads "ensure that escalated patrons inquiries are handled appropriately."

Mr. Perkins stated that once this position is filled there will be training as to how to handle these types of concerns.

Board President Puki suggests the verbiage "ensure that referred concerns and inquires are handled appropriately".

The consensus of the board was Board President Puki's suggestion would be inserted in the job description.

Commissioner Gengler commented on the next point of the description concerning developing relationships also needs to be stated differently.

Commissioner Frangello-Anderson feels the word “developing” should be changed to “maintaining” in the description.

Commissioner Frangello-Anderson commented that the section under Public Relations needs to be reorganized and the fourth bullet point should become the first point.

(4) ED Job Posting (draft)

The consensus of the board was to move forward with the job posting once Commissioner Zaputil finishes the edits already discussed.

The costs to advertise the opening will be approximately \$700 which includes The Seattle Times with links to social media and Craigslist. Part of the posting will include a link to the website to view the job description. Commissioner Frangello-Anderson and Mr. Perkins will arrange to have this posted by the end of the week.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO ACCEPT THE RECOMMENDATION FROM THE AD HOC COMMITTEE AND ACCEPT THE JOB DESCRIPTION WITH THE CHANGES NOTED WHICH ARE NON-SUBSTANTIAL AND PAGE 38 WHICH IS THE POSTING POSITION WITH THE CHANGES NOTED THAT IT BE POSTED IN THE AREAS THAT WERE DISCUSSED AND THAT THE POSITION BE OPEN FOR THREE WEEKS OR UNTIL FILLED FROM DAY OF POSTING AND THE ADVERTISING BUDGET NOT TO EXCEED \$1,000. *

A discussion concerning who will receive the applications was held and it was determined that Mr. Perkins would add the commissioners to the email distribution list for the jobs@tukwilapool.org email address.

Commissioner Neuffer is concerned that three weeks may be too short of a time frame to gather applications from all interested parties.

Board President Puki stated that when posting the position, it will be paid for 30 days, but it can be stated on the job listing to send resumes and cover letters in three weeks. If there are enough submissions during that three weeks, then the interviewing process can begin, if not, then extended it for another week.

Commissioner Zaputil suggested the posting state ‘21 days or until filled’ as a solution.

Commissioner Frangello-Anderson and Mr. Perkins feel that 21 days is too short of a time to get the word out.

***MOTION CARRIED 5-0.**

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO CREATE AN EXECUTIVE DIRECTOR JOB WITH THE ACCOMPANYING JOB DESCRIPTION AS EDITED. MOTION CARRIED 5-0.

Commissioner Zaputil stated the Ad Hoc Committee’s last recommendation is to form Ad Hoc Committees for interviewing, reference checking and facility tours for the top candidates.

Commissioner Gengler said from her understanding, the board needs to form several committees; one to screen the candidates then, there will be interviewing and facility tours for chosen candidates for which additional committees will need to be formed.

Commissioner Zaputil stated that this all depends on how the board wants the hiring process to proceed. The process can be done by the full board, by quorums or committees. In other districts they have had three different committees see all of the candidates throughout the process.

Commissioner Gengler asked to verify her understanding that the proposal is to have the committees contact the candidates and then convene the board to make an offer to the top choice.

Mr. Perkins stated that the board would do the final interview of the top candidates.

Board President Puki said that the Ad Hoc Committee would recommend the top three.

Commissioner Zaputil said that one Ad Hoc Committee would be needed to narrow the applicants down to the top three.

Commissioner Gengler is in favor of having an Ad Hoc Committee doing the facilities tours with the candidates.

Board President Puki stated that the Ad Hoc Committee would narrow down the applicants, but all the board members will receive all the application materials for each candidate. If a board member finds an applicant they are interested in, they can inform the Ad Hoc Committee.

Commissioner Zaputil agreed with Commissioner Gengler regarding having the conduct the facility tours with the chosen candidates.

Mr. Perkins suggested that since all board members will be getting the same information on each candidate, each commissioner could narrow down their five choices and send them to the Ad Hoc Committee for final determination of the top candidates.

Commissioner Gengler thinks at the end of three weeks the board can decide if an extension to four weeks is needed. Then the candidates would go through the Screening Ad Hoc Committee. If the top candidates are local, then the Facilities Touring Ad Hoc Committee should be formed. This would allow four different commissioners to have interaction with the candidates.

MOVED BY COMMISSIONER ZAPUTIL SECONDED BY COMMISSIONER GENGLER TO ESTABLISH A SCREENING AD HOC COMMITTEE OF TWO COMMISSIONERS AND A FACILITIES TOUR AD HOC COMMITTEE OF TWO DIFFERENT COMMISSIONERS FOR THE PURPOSE OF HIRING AN EXECUTIVE DIRECTOR. (MOTION WITHDRAWN)

Board President Puki asked for volunteers for both committees. Commissioner Gengler and Commissioner Frangello-Anderson will be the Screening Ad Hoc Committee. The Facilities Tour Ad Hoc Committee will be comprised of Board President Puki and Commissioner Neuffer. If one of the members of the Facilities Tour Committee is not available, an alternate will be selected.

Commissioner Gengler withdrew her second on the motion and Commissioner Zaputil withdrew the entire motion.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO CREATE AN AD HOC COMMITTEE INTERVIEW/SCREENING COMMITTEE CONSISTING OF COMMISSIONER GENGLER AND COMMISSIONER FRANGELLO-ANDERSON AND TO CREATE AN AD HOC FACILITIES TOUR COMMITTEE CONSISTING OF BOARD PRESIDENT PUKI AND COMMISSIONER NEUFFER WITH A PROVISION FOR AN ALTERNATE COMMISSIONER, IF THE APPOINTED MEMBERS ARE UNABLE TO ATTEND, FOR THE PURPOSE OF HIRING AN EXECUTIVE DIRECTOR. MOTION CARRIED 5-0.

c. RFQ Flooring Project update (discussion)

Mr. McCoy stated that there are a dozen vendors interested in submitting bids for the project. The Altro product seems to be preferred by staff. As an alternative, the pool can choose to use an existing state contract with Great Floors who oversees those contracts and has many products that would be appropriate for the pool. Mr. McCoy was told by Mike Fox of Great Floors that it would be more economical to utilize this contract versus the RFQ process. Mr. McCoy's recommendation is to continue with the RFQ process and consider the state contract as well.

Board President Puki wanted to know who would be installing the floors if Great Floors is the chosen vendor.

Mr. McCoy replied in some cases Great Floors would do the installation or they would have sub-contractors depending on the product chosen. The prices are per square foot with installation included.

Commissioner Zaputil asked is the board responsible for making the choice of flooring or is that up to Great Floors to find the best product to suit the pool's needs.

Mr. McCoy replied the Great Floors would present a range of solutions, but the board would make the final decision.

Board President Puki feels that continuing the RFQ and staying in contact with Great Floors is the best course.

Commissioner Zaputil is concerned about the time line of the proposed closure.

Mr. McCoy will contact Great Floors to inquire about timing if the board makes the decision to use the state contract.

Commissioner Zaputil would like to have a professional in the flooring state in writing that the flooring is defective and needs to be replaced to ensure a recourse option should the board chose to file an action.

Mr. McCoy stated that the previous board hired a consultant to provide guidance for putting together the RFQ and verify that the floor was in need of repair or replacement. Mr. McCoy will ask for the consultant to verify his findings in writing.

Mr. McCoy commented that new coping up along the edges of the floor would require an addendum to the RFQ. Also, replacing the drains at the same time is an option, but that would require a separate bid.

d. Administrative Director exit procedure (discussion)

- (1) Transition plan
- (2) Ad hoc committee on transition

Commissioner Frangello-Anderson put this on the addenda to ensure that when Mr. McCoy leaves his position that all passwords, records and other items are accessible to the board and Mr. Perkins. Also, all templates, meeting dates and deadlines on the calendar need to be forwarded to the board and Mr. Perkins.

Commissioner Zaputil and Commissioner Gengler volunteered to be on the ad hoc committee for the transition.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO FORM AN AD HOC COMMITTEE FOR THE TRANSITION COMPRISED OF COMMISSIONER ZAPUTIL AND COMMISSIONER GENGLER TO ENSURE THE TRANSITION IS SMOOTH AND COMPLETE. MOTION CARRIED 5-0.

e. Status on public records transfer (discussion)

This item will be handled by the ad hoc committee for the transition.

f. Commissioner Compensation (discussion)

Commissioner Gengler asked that this discussion be forwarded to the next regular meeting of the board.

MOTION BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO FORWARD COMMISSIONER COMPENSATION DISCUSSION TO THE NEXT REGULAR MEETING OF THE BOARD OF COMMISSIONERS. MOTION CARRIED 5-0.

g. WCIA insurance add-on to comply with Auditing Officer Requirements

- (1) WCIA Email on Crime and Fidelity (C&F) Coverage
- (2) WCIA C&F application
- (3) WCIA C&F Questionnaire – High Cash Exposures
- (4) WCIA C&F Questionnaire – Precious Metals

Mr. McCoy stated that all commissioners received a form that states that “the auditing officers shall be bonded for no less that \$50,000 to ensure the faithful discharge of their duties”. Mr. McCoy contacted WCIA and was given two options. The first option was \$100 - \$200 bond per person. The second option is \$40 - \$60 premium for crime and fidelity coverage for the organization which has broader coverage. The application is in the packet.

The consensus of the board is to apply for the crime and fidelity coverage.

MOTION BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO AUTHORIZE THE BOARD PRESIDENT AND THE BOARD CLERK TO WORK WITH THE ADMINISTRATIVE DIRECTOR ON THE CRIME AND FIDELITY ADDENDUM TO THE WCIA INSURANCE. MOTION CARRIED 5-0.

MOTION BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO FORWARD ITEM 6H, WCIA AUDIT PLAN FOR APRIL 2016 AND ITEM 6I ESTABLISHING SEPARATE BUDGET FUNDS TO THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS. MOTION CARRIED 5-0.

h. WCIA audit plan for April 2016

- (1) Options
- (2) WCIA 2016 Audit & Annual Review Calendar
- (3) WCIA 2015 Personnel/HR Audit

i. Establishing separate budget funds for operation, CIP and operations reserve (discussion)

j. Next TPMPD Executive Committee – set time and place.

k. Next TPMPD Board of Commissioners meeting will be held on Monday, February 8, 2016 at 6:00 p.m. at Valley View Sewer District Conference Room, located at 3460 S. 148th Suite 100, Tukwila, WA. 98168.

MISCELLANEOUS

None.

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO ADJOURN THE MEETING AT 9:00 P.M. MOTION CARRIED 5-0.

Dave Puki, President, Board of Commissioners

KC v2.0



Special District Voucher Approval Document

Scheduled Payment Date: 02/05/2016
 Total Amount: \$31,003.65
 Control Total: 22
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPINV_20160203113640.csv
 Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Dawn Jackson Email Address: accounting@tukwila.pool.org

PAYMENT CERTIFICATION RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signatures for Payment of Claims (Auditing Officer(s) or Board Member(s)):

<u>David J. Fube</u>	Authorized District Signature	<u>2-4-2016</u>	Date
<u>Jane Kinnally Anderson</u>	Authorized District Signature	<u>2-5-2016</u>	Date
	Authorized District Signature		Date

SUBMIT SIGNED DOCUMENT TO:
 King County Accounts Payable
 Attn: Special Districts
 401 5th Avenue, Room 323
 Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
 Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
 Date Processed: _____

Tukwila Pool Metropolitan Park District Transaction Report All Dates

Date	Num	Name	Memo/Description	Amount
12/23/2015	32664545	Airgas National Carbonation	Carbon Dioxide Liquidator I	78.31
12/31/2015	32670917	Airgas National Carbonation	Late Fee	5.00
01/19/2016	32687263	Airgas National Carbonation	Carbon Dioxide Liquid Bulk	138.32
01/20/2016	1002565	Alarm Center, Inc.	Feb Monitoring Fees	85.00
01/19/2016	10189	Aquatic Specialty Services, Inc	Pick-up delivery and repair of Maytronics 3001 vacuum	685.12
01/25/2016	16407262	Broadview Networks	Monthly Line charges 12/9/15-1/8/16	486.30
01/16/2016	20160116	Century Link	Monthly Service Charges	125.05
01/11/2016	MB-02096	City of Tukwila	January 2016 Startup Loan Payment	10,121.48
01/25/2016	MB-02097	City of Tukwila	February 2016 Startup Loan Payment	10,121.48
01/07/2016	20160101	Dave Perkins	Costco Supplies-reimbursement	40.32
02/01/2016	20160201	H. Kim McCoy	Postage Stamps	9.80
01/29/2016	20160129	H. Kim McCoy	Parking Reimbursement	82.42
01/21/2016	2066848	King County Finance Dept of Elections	2015 General Election Voters Pamphlet	460.09
01/12/2016	3170	Lady of Letters, Inc	December 17th & 28th Board meeting Room Rental	772.00
01/25/2016	20160125	Pugst Sound Energy	Dec. Natural Gas Charge	4924.42
01/05/2016	98100915	Rich USA, Inc.	Jan. Copier & Printer Monthly Rent	342.34
01/27/2016	20160127	Seattle City Light	Jan. Electricity Bill	1451.50
01/19/2016	834196	Walker E. Nelson Co.	Ultra Soft Gallon	174.00
01/22/2016	834162	Walker E. Nelson Co.	Urinal Screen Wave 3D	96.09
01/20/2016	317907	Walker E. Nelson Co.	Urinal Screen Wave 3D, Towel roll natural, Ultra Soft Gallon, All Purpose Cleaner	553.88
01/22/2016	318073	Walker E. Nelson Co.	Tissue Jumbo 2ply 1000' 12/cs	214.01
01/22/2016	27160-1	Water District No. 125	Late Fee Assessed	61.73
Total for Accounts Payable				\$ 31,003.65
TOTAL				\$ 31,003.65

Wednesday, Feb 03, 2016 11:46:53 AM PST GMT-8 - Accrual Basis

KC V2.0



Special District Voucher Approval Document

District Name: Tukwila Pool Metropolitan Park District File Name: AP_TUKPLMPD_APSUPINV_20160203113640.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION	32664345			12/23/2015	\$78.31	
AIRGAS NATIONAL CARBONATION	32670917			12/31/2015	\$5.00	
AIRGAS NATIONAL CARBONATION	32687263			01/19/2016	\$138.32	
ALARM CENTER, INC.	1002565			01/20/2016	\$85.00	
AQUATIC SPECIALTY SERVICES, INC	10189			01/19/2016	\$655.12	
BROADVIEW NETWORKS	16407263			01/25/2016	\$486.30	
CENTURY LINK	20160116			01/16/2016	\$125.05	
CITY OF TUKWILA	MB-02096			01/12/2016	\$10,121.48	
CITY OF TUKWILA	MB-02097			01/25/2016	\$10,121.48	
DAVID PERKINS	20160101			01/01/2016	\$40.32	
H KIM MCCOY	20160201			02/01/2016	\$9.80	
H KIM MCCOY	20160129			01/29/2016	\$82.42	
KING COUNTY FINANCE DEPT OF ELECTIONS	2066848			01/21/2016	\$460.08	
LADY OF LETTERS, INC	3170			01/12/2016	\$772.00	
PUGET SOUND ENERGY	20160125			01/25/2016	\$4,924.42	
RICOH USA, INC.	96100915			01/02/2016	\$342.34	
SEATTLE CITY LIGHT	20160127			01/27/2016	\$1,451.50	
WALTER E NELSON CO	834196			01/19/2016	\$174.00	
WALTER E NELSON CO	834162			01/22/2016	\$95.09	
WALTER E NELSON CO	317907			01/20/2016	\$558.88	
WALTER E NELSON CO	318073			01/22/2016	\$214.01	
WATER DISTRICT NO. 125	27160-1			01/22/2016	\$61.73	

Tukwila Pool Advisory Committee
December 19, 2015
Minutes
Meeting Location: Tukwila Pool
4414 S 144th Tukwila, WA 98168

ATTENDANCE:

TPAC: Sheri Barr, Kristine Selleck, Jacque Carroll
TMPD: Vanessa Zaputil, Jeri Frangello-Anderson
TMPD Staff: Dave Perkins (Aquatic Manager, Kim McCoy (AD)
Guests: Dave Puki, Diane Myers
Sheri Barr called the meeting to order at 8:14 am

Approval of November 7, 2015 Minutes: Sheri made a motion to approve the minutes as presented, Kristine seconded. Unanimous vote.

Public Comments: None.

Business Items:

A. Vanessa updated since last meeting the commissioners were voted in at the end of November. Commissioners will offer to help with TPAC as committed to that and explained what TPAC was in the past year; 3 quarters of policies, budget review, and employee handbook,. Two commissioners will be in attendance at all TPAC meetings with any others considered as guests. It was suggested that the commissioner report be an agenda item for TPAC.

B. Dave and Kim reported on staff. Fiesta event today, swim lessons registration started for next session, boiler broke but had to be closed only one day. Kennedy swim team had meet against Hazen last Thursday but Kennedy lost although the pool was full with guests and supporters. It was explained that there is not Foster boy's team as they can have only a set number of sports teams and have to give up one if want a swim team. Also brought up there were no concessions at swim meet. Cannot have anything that has to be prepared due to need of health permit nor is it profitable for anything that needs a kitchen

Also a discussion about current status of scholarships. 63 people have applied for them, not all used. Two families used frequently along with a few adults. Currently \$1800 has been used with the budget for the scholarships being \$10,000. Fifty percent of the scholarships are used in the summer. It was explained how they work with the funds being distributed between the lesson sessions per child.

Dave is doing monthly articles for the Tukwila Reporter. It was suggested copies of that be put in the lobby with a stamp on the copy to remind readers to leave copy there.

C TPAC meetings will be located at the Tukwila Community Center 8:10 am-9:40 am the 3rd Saturday of every month (with the exception of March and May?) as per an agreement from the mayor.

D. The roles of TPAC will be to review items sent to the Board as requested such as the

MPD budget development, fee schedules, and possibly marketing A TPAC welcome Packet was reviewed with the suggestion that it be sent to the Board for review. All TPAC members will get a copy when review completed by next meeting. It was also Suggested TPAC organize an outdoor clean up around the pool in the Spring and Fall.

OTHER: Jacque Carroll was introduced and voted in as a new member of TPAC She has been a patron of the pool for 20 years and a regular volunteer. She has agreed to do review of the scholarship policies of other pools with the possibility of referring any applicants that live outside of Tukwila to those facilities. Kristine Selleck was voted in as secretary and will take on those duties beginning in January 2016.

Meeting was adjourned at 9:30 am.

Name of Insurance Company to which Application is made (herein called the "Insurer")

**Commercial Crime Policy and
Governmental Crime Policy
Crime Insurance Application**

**Section A.
GENERAL INFORMATION:**

1. Named Applicant: _____
Principal Address: _____
2. Type of Organization: _____ Public _____ Private _____ Not-For-Profit _____ Governmental
3. Date Business Established: _____ Annual Revenues: _____
4. Website address: _____

List (or attach a list of) ALL ENTITIES to be included as joint insureds (including Pension and Welfare plans) to be covered:

If all entities listed above (or attached to this application) are owned, controlled, or operated by the first named insured, check here If not, please provide details for each listed entity.
This application and any attachments include information for all joint insureds to be covered: check here

**Section B.
INSURANCE INFORMATION**

Present Coverage Carrier: Requested Coverage (if different)

Insuring Agreement	Limit	Deductible	Limit	Deductible
Employee Theft	\$	\$	\$2,500,000	\$10,000
Forgery or Alteration	\$	\$	\$2,500,000	\$10,000
Inside Theft of Money & Securities	\$	\$	\$2,500,000	\$10,000
Inside Robbery of Other Property	\$	\$	\$2,500,000	\$10,000
Outside the Premises	\$	\$	\$2,500,000	\$10,000
Computer Fraud	\$	\$	\$2,500,000	\$10,000
Funds Transfer Fraud	\$	\$	\$2,500,000	\$10,000
Money Orders & Counterfeit	\$	\$	\$2,500,000	\$10,000
Other: Faithful Performance of Duty Credit/Debit or Charge Card Forgery	\$	\$	\$2,500,000 \$2,500,000	\$10,000 \$10,000

Expiring Annual Premium: \$ _____
Expiration Date of Current Coverage _____

Loss History (last six years, insured or uninsured): Check here if none

Date of Loss	Description	Paid Amount (exclusive of Loss Adjustment Expense)	Outstanding Amount (exclusive of Loss Adjustment Expense)	Open / Closed	Paid Date
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		

For each loss listed above, please provide a description of the corrective measures taken:

Section C.

EXPOSURE INFORMATION

Total number of employees: U.S.: _____ Canadian: _____ Foreign: _____

Total number of volunteers: U.S.: _____ Canadian: _____ Foreign: _____

Complete the schedule below to include all individuals who handle, have access to or maintain records of money, securities or other property

	# U.S. & Canada	# Foreign		# U.S. & Canada	# Foreign		# U.S. & Canada	# Foreign
Chairman of the Board			Assistant Sales Managers			Payroll Clerks		
President			Branch Sales Manager			Outside Messenger		
Vice President			Purchasing Agents			General Superintendent		
Treasurer			Buyers & Asst. Buyers			Asst. or Factory Superintendent		
Asst. Treasurer			Assistant Purchasing Agent			Timekeepers		
Secretary			Collectors			Paymasters		
Asst. Secretary			Salesmen Outside & Collecting			Receiving Clerks		
Comptroller			Salesmen Outside & Not Collecting			Shipping Clerks		
Assistant Comptroller			Accountants & Auditors			Traffic Managers		
Advertising Managers			Bookkeeper			Watchmen		
Office Manager			Cashiers			Gatemen & Guards		
Department Managers			Credit Managers			Drivers (Collections)		
Branch Managers			Cash Handling Clerk			Drivers (No Collections)		
Assistant Branch Managers			Sales Managers			Volunteers - fund soliciting		
Directors and non-compensated officers			Directors, Trustees Administrators handling employee benefit plan funds			Others who handle, have access to or maintain records of money, securities or other property		
TOTAL			TOTAL			TOTAL		

Office Clerks, Secretaries, Stenographers, Typists, Telephone Operators, Inside Salesmen, Inside Messengers, Business Machine Operators, Porters & other Like Personnel.

	U.S.A. & CANADA	FOREIGN	GRAND TOTAL
TOTAL			

If there are foreign employees, please complete the Foreign Practices Questionnaire.

Total number of locations: U.S. _____ Canadian _____ Foreign _____
(attach a schedule of locations, or complete the information below)

State: _____	County: _____	Number of Locations: _____
State: _____	County: _____	Number of Locations: _____
State: _____	County: _____	Number of Locations: _____
State: _____	County: _____	Number of Locations: _____

State: _____ County: _____ Number of Locations: _____
Total number of retail locations: _____

**Section D.
FINANCIAL INFORMATION**

Current Year

Total Assets _____
 Total Equity / Net Assets _____
 Total Revenues _____
 Operating Income _____
 Net Income / Change in Net Assets _____

Prior Year

Total Assets _____
 Total Equity / Net Assets _____
 Total Revenues _____
 Operating Income _____
 Net Income / Change in Net Assets _____

**Section E.
UNDERWRITING INFORMATION**

1. Describe your predominant business activity: _____
2. Do you have cash exposure that exceeds the lowest deductible amount on your current Crime/Fidelity policy? (if yes, please complete the High Cash Questionnaire) Yes No
3. Do you have precious metals, precious or semi-precious stones, pearls, furs, or articles containing such materials exposure that exceeds the lowest deductible amount on your current Crime/Fidelity policy? (if yes, please complete the Precious Metals Questionnaire) Yes No
4. Do you have access to your client's funds/property (including money, securities, inventory, high value property, banking systems, wire transfer systems, computer systems & sensitive data, etc.)? Yes No
 - a. What type of property and \$ amount of value: _____
 - b. Number of employees who will be performing work for your client(s): _____
 - c. Total number of clients: _____
5. Are corporate credit, debit, charge or purchasing cards used? Yes No
 - a. Number of Cards: _____
 - b. Maximum limit allowed under card: _____
 - c. Controls in place for preventing and identifying unauthorized transactions: _____
6. If "Guests' Property" coverage is elected, please provide the total number of guest rooms: _____

DISBURSEMENT PROCEDURES

7. Are all checks countersigned? Yes No
 - a. Over what amount is dual signature required? _____
 - b. If there is no countersignature, who signs checks? _____
 - c. Are checks signed only by the owner(s) of the company? Yes No
8. Is an approved voucher or Positive Pay system used? Yes No
9. Are check signers instructed to require that all checks be accompanied by properly approved vouchers and/or invoices? Yes No
10. Are systems designed so that no employee can control a process from beginning to end (i.e. request a check, approve a voucher and sign a check)? Yes No
11. Are bank accounts reconciled on a monthly basis? Yes No
 - a. If not, how often _____

12. Are those who reconcile bank statements prohibited from:
- a. Handling deposits in the accounts they reconcile? Yes No
 - b. Signing checks? Yes No
13. Does a second person review the reconciliation on a monthly basis and initial their approval of the information? Yes No

AUDIT PROCEDURES

14. How often and by who are audits of cash and accounts performed? _____
15. How often and by who are inventory counts conducted? _____
16. Is there a CPA letter to management relating to internal control weaknesses? (if so, please provide a copy) Yes No
17. If no CPA letter to management was issued, did the CPA make recommendations for improvement in internal control informally? (if so, provide details _____) Yes No
18. Is there an internal audit department? Yes No
19. Are all locations audited by the internal audit staff? Yes No
- a. How often? _____
 - a. If no, please explain: _____
20. Are background checks performed on all new hires? Check all that apply: Yes No
- Criminal
 - Prior Employment
 - Credit History
 - References
 - Drug Testing
21. Are mid-employment screening performed when employees are promoted to sensitive positions? Yes No
22. Are employees' building access cards denied immediately upon termination and are all procurement, credit cards, etc. cancelled? Yes No
23. Are newly hired employees provided with a copy of your organization's fraud policy identifying and explaining conflicts of interest and other prohibited behavior? Yes No
24. Are employees required to complete conflict of interest disclosure forms annually? Yes No
25. Is there a system in place that allows employees to disclose suspicious or questionable activity confidentially? Yes No
- a. If so, describe the procedure for investigating these reports _____

VENDOR INFORMATION

26. Are background checks performed on vendors in order to determine ownership and financial capability prior to doing business with them? Yes No
27. Is an authorized vendor list utilized and updated annually for all annual purchases, with competitive bidding required over stated amounts? Yes No
28. Are vendors provided with a statement of your conflict of interest and gift policy (prohibiting gifts of any significant value)? Yes No

FUNDS TRANSFER AND COMPUTER SYSTEMS

29. What is the daily average number and dollar volume of wire transfers? Number: _____ Dollar: \$ _____
30. What is the maximum dollar volume that may be transferred per day? _____
31. Is approval by more than one person required to initiate a wire transfer? Yes No
32. Does your financial institution call an employee other than one who requested the transfer before acting on the request? Yes No
33. Do you receive hard copy confirmations on all wire transfers and are they sent directly to a department not authorized to initiate transfers? Yes No
34. Are computer system access codes and passwords changed at least every 60 days? Yes No
35. Do any non-employees have access to the computer systems? Yes No
- a. If so, please explain _____

NOTICE TO APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR, CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT ACT, WHICH IS A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO ARKANSAS, NEW MEXICO AND WEST VIRGINIA APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT, OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO COLORADO APPLICANTS: IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AUTHORITIES

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT.

NOTICE TO FLORIDA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY IN THE THIRD DEGREE.

NOTICE TO KENTUCKY APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

NOTICE TO LOUISIANA APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO MAINE APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

NOTICE TO NEW JERSEY APPLICANTS: ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO OHIO APPLICANTS: ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY (365:15-1-10, 36 §3613.1).

NOTICE TO PENNSYLVANIA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO TENNESSEE, VIRGINIA AND WASHINGTON APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

NOTICE TO VERMONT APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR, CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT ACT, WHICH MAY BE A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO NEW YORK APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION.

The undersigned authorized officer/manager of the applicant declares that the statements set forth herein are true. The undersigned authorized officer/manager agrees that if the information supplied on this application changes between the date of this application and the effective date of the insurance, he/she (undersigned) will, in order for the information to be accurate on the effective date of the insurance, immediately notify the insurer of such changes, and the insurer may withdraw or modify any outstanding quotations and/or authorizations or agreements to bind the insurance

Signing of this application does not bind the applicant or the insurer to complete the insurance, but it is agreed that this application shall be the basis of the contract should a policy be issued.

All written statements and materials furnished to the insurer in conjunction with this application are hereby incorporated by reference into this application and made a part hereof.

Signed _____
(Applicant)

Date _____

Title _____
(must be signed by Authorized Representative)

Attest _____
Broker _____
License Number _____
Address _____

**SUPPLEMENTARY QUESTIONNAIRE – High Cash Exposures
(TO BE ATTACHED TO COMPLETED FORM 29355)**

NAME OF INSURED _____

MAIN OFFICE _____

HOURS OPEN _____

1. DOES THIS LOCATION HAVE THE FOLLOWING PROTECTION

AGAINST ROBBERY:

AGAINST BURGLARY:

(A) CAMERA SYSTEM? YES NO
TAKE PICTURES FOR PERMANENT RECORD
OR JUST MONITOR? _____

(A) POLICE PATROL AND INSPECTION
OF PREMISES? YES NO

(B) ARMED GUARD OR GUARDS? YES NO

(B) WATCHMAN? YES NO

2. STATE BELOW THE AMOUNTS ON THE PREMISES:

	MAXIMUM	AVERAGE
(A) CASH	\$ _____	\$ _____
(B) SECURITIES	\$ _____	\$ _____

3. IS EXCESS CASH HELD UNDER TIMELOCK OR SECRETED SO AS NOT TO BE AVAILABLE TO ROBBERS? YES ___ NO ___

4. WHAT IS THE MINIMUM NUMBER OF EMPLOYEES ON THE FLOOR AT ANY TIME DURING BUSINESS HOURS? _____

5. ARE EMPLOYEES GIVEN SPECIFIC INSTRUCTIONS AS TO THEIR DUTIES IN THE EVENT OF HOLDUPS AND AS TO THE MEASURES TO BE TAKEN TO PREVENT, CONTROL OR MINIMIZE LOSS FROM SUCH ATTACKS? YES ___ NO ___

6. DESCRIPTION AND CLASSIFICATION OF VAULT:

7. IS VAULT EQUIPPED WITH (A) A TIMELOCK? YES ___ NO ___
(B) A RELOCKING DEVICE? YES ___ NO ___

9. IS COMBINATION TO VAULT (A) UNDER DUAL CONTROL? YES ___ NO ___
(B) EQUIPPED WITH AN ALARM DEVICE? YES ___ NO ___

10. DESCRIPTION AND CLASSIFICATION OF SAFE:

RATING	SIZE	WEIGHT

11. IS SAFE (A) WITHIN THE VAULT? YES ___ NO ___
 (B) VISIBLE FROM STREET? YES ___ NO ___
 (C) ANCHORED? YES ___ NO ___
 (D) EQUIPPED WITH A RELOCKING DEVICE? YES ___ NO ___
 (E) CONNECTED TO ALARM? YES ___ NO ___

12. ARE TRANSFERS OF MONEY MADE ONLY BY ARMORED MOTOR VEHICLE? YES ___ NO ___

IF NOT, PLEASE ANSWER THE FOLLOWING:

- (A) ARE MESSENGERS ACCOMPANIED BY POLICE OR AN ARMED GUARD? YES ___ NO ___

- (B) WHAT IS THE MAXIMUM AMOUNT OF CASH AND SECURITIES CARRIED BY ANY ONE MESSENGER? \$ _____; AVERAGE? \$ _____.

- (C) ARE TRIPS SCHEDULED AT IRREGULAR INTERVALS AND OVER VARYING ROUTES? YES ___ NO ___

- (D) IS A PRIVATE CONVEYANCE USED? YES ___ NO ___

13. IF YOU MAKE UP PACKAGES OF CASH, ARE THEY MADE UP IN A PRIVATE AREA NOT EXPOSED TO HOLD-UP OR THE PUBLIC VIEW? YES ___ NO ___

14. IF PACKAGES OF CASH ARE HELD ON THE PREMISES FOR PICKUP ARE THE PACKAGES KEPT LOCKED IN A SAFE OR CHEST OR PLACED IN THE VAULT? YES ___ NO ___

15. DO OPENING PROCEDURES INCLUDE THE FOLLOWING:

- (A) 2 PERSON OR 1 PERSON AND ARMED GUARD? YES ___ NO ___

- (B) INSPECTION OF EXTERIOR OF PREMISES FOR SIGNS OF FORCIBLE ENTRY? YES ___ NO ___

- (C) INSPECTION OF INTERIOR OF PREMISES BY A DESIGNATED PERSON BEFORE OTHERS ARE ALLOWED TO ENTER? YES ___ NO ___

- (D) PREARRANGED SIGNAL TO WARN ARRIVING EMPLOYEES OF TROUBLE AND TO NOTIFY AUTHORITIES? YES ___ NO ___

- (E) STATIONING OF A DESIGNATED PERSON AT THE DOOR WHO HAS INSTRUCTIONS TO ADMIT ONLY PERSONS KNOWN TO HIM? YES ___ NO ___

- (F) STATIONING OF POLICE DEPARTMENT PATROLMAN NEAR THE PREMISES FOR A REASONABLE TIME PRIOR TO AND AFTER OPENING? YES ___ NO ___

- 16. DO CLOSING PROCEDURES INCLUDE THE FOLLOWING:
 - (A) 2 PERSONS OR 1 PERSON AND ARMED GUARD? YES___ NO___
 - (B) EXIT OF ALL EMPLOYEES BY WAY OF A SINGLE DOOR? YES___ NO___
 - (C) RELOCKING OF DOOR AFTER EACH EMPLOYEE DEPARTS? YES___ NO___
 - (D) STATIONING OF POLICE DEPARTMENT PATROLMAN NEAR THE PREMISES FOR A REASONABLE TIME PRIOR TO AND AFTER CLOSING? YES___ NO___
- 17. ARE ALL DOORS LEADING TO THE EXTERIOR OF THE PREMISES LOCKED WITH DOUBLE CYLINDER DEADLOCKS? YES___ NO___
- 18. ARE ALL ENTRY POINTS (WINDOWS, CEILINGS, DOORS) REINFORCED AND PROTECTED BY ALARM SYSTEM? YES___ NO___
- 19. ARE THE PREMISES WELL ILLUMINATED AT NIGHT? YES___ NO___
- 20. PREMISE SPRINKLERED? YES___ NO___
- 21. IS RESERVE CASH UNDER DUAL CONTROL? YES___ NO___

INTERNAL CONTROL QUESTIONNAIRE

AUDITS

- 1. IS THERE AN “AUDIT AND CONTROL PROCEDURES” MANUAL? YES___ NO___
- 2. DOES THE PERSON RESPONSIBLE FOR THE AUDITING FUNCTION HAVE AUTHORITY TO CHECK ANY PERSON AND ANY RECORD AT ANY TIME? YES___ NO___
- 3. IS THE PERSON RESPONSIBLE FOR THE AUDITING FUNCTION FORBIDDEN TO ORIGINATE ENTRIES? YES___ NO___
- 4. DOES A PLAN EXIST FOR PERIODIC SURPRISE TESTING OF INTERNAL CONTROL SYSTEMS UNDER THE DIRECT SUPERVISION OF THE PERSON RESPONSIBLE FOR THE AUDITING FUNCTION? YES___ NO___
- 5. IS IT A MATTER OF POLICY THAT ANY DISCREPANCY OR BREAKDOWN IN ANY PART OF THE CONTROL SYSTEM IS REVEALED BY THE TESTING PROGRAM & IS REPORTED DIRECTLY TO THE BOARD OF DIRECOTRS? YES___ NO___

ACCOUNTING PROCEDURES

- 1. ARE PRECAUTIONS TAKEN TO PREVENT SUBSTITUTION OF LEDGER CONTROL SHEETS SHOWING TOTALS OF THE PARTICULAR LEDGERS? YES___ NO___
- 2. ARE ALL ERRORS IN ACCOUNTING RECORDS CORRECTED BY ENTRY OR BY LINING THROUGH THE ERROR RATHER THAN BY ERASURE? YES___ NO___
- 3. DO ALL RECORD CORRECTIONS REQUIRE THE INITIAL OF AN OFFICER? YES___ NO___

HUMAN RESOURCES

- 1. ARE PROSPECTIVE EMPLOYEES CAREFULLY INVESTIGATED? YES ___ NO ___
- 2. DOES THE OPERATION HAVE A DEFINITE TRAINING PROGRAM FOR NEW EMPLOYEES? YES ___ NO ___

BRANCH CONTROL

- 1. DO INTENAL CONTROL PROCEDURES EXTEND TO ALL BRANCH OFFICES AND FACILITIES? YES ___ NO ___
- 2. IS THERE A PROGRAM FOR INTER-BRANCH ROTATION OF KEY PERSONNEL? YES ___ NO ___

DATE _____ BY _____ (TITLE)



A member company of American International Group

National Union Fire Insurance Company of Pittsburgh, PA
 EXECUTIVE OFFICES
 175 Water Street
 New York, NY 10038

SUPPLEMENTARY QUESTIONNAIRE
Precious Metals

A. Exposure

1. What metals are stored on premises?

2. What is the maximum value at the current market price?

3. How are these precious metals used?

B. Physical Protection (YES NO WILL ADOPT)

1. Are precious metals stored in a vault? _____
2. Are precious metals stored in a Bank Class Safe? _____
3. Please attach a copy of the safe or vault manufacturer's specifications.

If manufacturer's specifications are not available, please provide the following information:

- Thickness of Doors
- Thickness of Steel in Walls
- Makers Labels
- Tool Resistant

Vault _____
 Safe _____

(Exclusive of Locking Mechanism.)

4. Is each safe or vault equipped with a combination lock? _____
5. Is the combination split between two people? _____
6. Are safe & vault protected by a central station alarm? _____
7. Does the Alarm completely protect the vault and safe? _____
8. Is the alarm connected to a central station? _____
 Police station? _____
 Local alarm? _____
9. Is the alarm certified? _____
 If so, please attach copy of certificate.
10. Does the central station alarm company or policy department hold keys to your premises for use in responding to an alarm? _____
11. Is the safekeeping equipment contained in a restricted area? _____
12. When the precious metals are not in the safe or vault, are they confined to the restricted area? _____
13. Are guards employed or hired under contract? _____
14. Are guards on premises 24 hours a day? _____
15. How many guards are on each shift? _____
16. If the premises are closed, do guards make regular rounds? _____
17. Are guards on duty at night required to signal an outside central station alarm company at regular intervals? _____
18. Are there hold-up buttons in the restricted area? _____
 In the vault? _____
 In a supply room? _____
 At a switchboard? _____
19. Is there a metal detector outside the restricted area? If not, please describe below procedures used to eliminate the possibility of surreptitious removal of precious metals from premises.

20. Has a closed circuit TV surveillance system been installed? _____

C. Control Procedures

(If not, to what extent?)

1. How are precious metals transported outside the premises?

2. Are precious metals weighed when placed in the vault/safe? _____

3. Are precious metals weighed when removed from the vault/safe? _____

4. Is a register maintained of movement of previous metals? _____

5. Does the register indicate who precious metals are received from or delivered to?

6. Is the register maintained as a permanent record? _____

7. Is a receipt issued to the person delivering precious metals to the vault? _____

8. Is the vault custodian given a receipt for precious metals released from his custody? _____

9. Are receipts retained as a record? _____

10. Is an inventory control record maintained to record deliveries in and out of the premises? _____

11. Is the inventory control record maintained by someone other than the vault custodian? _____

12. How frequently is a physical inventory conducted? _____

13. Is the physical inventory conducted under the close supervision of someone other than the vault custodian or the inventory control clerk? _____

14. Is there a full accounting of precious metals, finished product, and scraps at the end of each day? _____

15. How are scraps and waste controlled?

a) Are they controlled by the same procedures as apply to unused precious metals?

b) Are they weighed, with a record maintained, before they are reprocessed?

c) Are they weighed, with a record maintained, after they are reprocessed?

d) Are these records reconciled to ensure that shrinkage is held to a minimum? _____

16. Has there been a shortage of precious metals in the past five years? _____ If so, please indicate the amount of shortage for each year.

1995 _____

1996 _____

1997 _____

1998 _____

1999 _____

a) Do you consider these shortages within normal standards? _____

b) What steps have been taken to reduce shortage to a minimum?

17. Do you use the services of a commodity exchange either as a member or as the client of a member? _____

D. Employee Relations

1. Are employees for sensitive positions investigated fully? _____
2. Are previous employers contacted? _____
3. Are personal references checked? _____
4. Are credit checks by independent credit reporting agencies obtained and reviewed? _____
5. Are background investigations conducted by private investigation services?

Signature: _____

Name and
Title: _____

Date: _____