

# TUKWILA POOL METROPOLITAN PARK DISTRICT

## **\*REGULAR MEETING\***

of the Board of Commissioners

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**Kate Kruller**, *President of the Board*

*Board Members:* ▶ **Allan Ekberg** ▶ **Kathy Hougardy**

**Joe Duffie**, *Clerk of the Board*

▶ **Verna Seal** ▶ **De'Sean Quinn**

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**Thursday, March 26, 2015, 6:30 PM**

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

<b>1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL</b>		
<b>2. APPROVE AGENDA</b>		
<b>3. CITIZEN COMMENTS</b> ( <i>limited to 2 minutes</i> )		
<b>4. CONSENT AGENDA</b>	a. Approve past meeting minutes: 02/26/15 ( <i>Regular Mtg.</i> )	<b>Pg. 5</b>
	b. Approve Voucher(s) 03/23/15 and 03/27/2015	<b>Pg. 9</b>
<b>5. REPORTS</b>	a. Commissioners	<b>Pg. 13</b> <b>Pg. 15</b>
	b. Executive Director Committee ( <i>Special Meeting 03/15/25</i> ) c. Executive Director - <i>President re: Forming Hiring Committee</i> d. Aquatics Manager e. Financial Support Services - GDM Financial Solutions <i>Collateral financial report materials provided at meeting</i> f. Tukwila Pool Advisory Committee (TPAC): (1) TPAC Chair report (2) TPAC minutes	
<b>6. BUSINESS ITEMS</b>	a. Tukwila Pool Advisory Committee Vacancies for 2015 Appointments. (1) Motions may be made by the Board of Commissioners of the Tukwila Pool Metropolitan Park District opening the TPAC application process.	<b>Pg. 17</b>

**MPD REGULAR MEETING**  
**Thursday, March 26, 2015**

<p><b>6. BUSINESS ITEMS</b></p> <p><i>(cont.)</i></p>	<p>b. Adopt Proposed TPMPD Financial Policies</p> <p>A motion of the Board of Commissioners of the Tukwila Pool Metropolitan Park District adopting Financial Policies.</p> <p>515 - Post-Issuance Procedures for Tax Exempt Bonds  520 - Purchasing Policy  525 - Accounts Receivable Policy  530 - Accounts Payable Policy  535 - Cash and Deposit Management  540 - Refunds and Reimbursements  545 - Budget Changes and Modifications  550 - Travel and Reimbursement Policy  555 - Capital Asset Policy</p> <p>c. Adopt Executive Director Committee (EDC) Meeting Schedule</p> <p>A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park adopting the 2015 Executive Director Committee Schedule [Resolution 2015-5]</p> <p>d. Tukwila Pool Metropolitan Park District Governance Review - (Information and Discussion Only)</p> <p>The Board of Commissioners of the Tukwila Pool Metropolitan Park will hold a forward-looking discussion on governance, learn about options, and discuss what steps and processes need to be in place to make any future changes.</p> <p>e. Next <b>TPMPD Executive Director Committee</b> meeting is Thursday, April 9 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168.</p> <p>f. Next <b>TPMPD Board of Commissioners</b> meeting is Thursday April 23, 2015 at 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S.148th Suite 100, Tukwila, WA 98168</p>	<p><b>Pg.18</b></p> <p><b>Pg.19</b></p> <p><b>Pg.21</b></p>
<p><b>7. MISCELLANEOUS</b></p>		
<p><b>8. EXECUTIVE SESSION</b></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>		
<p><b>9. ADJOURNMENT</b></p>		

**MPD REGULAR MEETING**  
**Thursday, March 26, 2015**

*(continued...)*

**VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM**  
**AT 3460 S 148TH SUITE 100, TUKWILA, WA**  
**is wheelchair accessible.**

Reasonable accommodations are available at public hearings with advance notice to the TPMPD President of the Board of Commissioners (206-853-9330 or kkruller@tukwilapool.org). Notice of this meeting is available at [www.tukwilapool.org](http://www.tukwilapool.org), and in alternate formats with advance notice for those with disabilities.

**Tukwila Pool Metropolitan Park District Board meeting minutes are published when finalized.**

## 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.

**ITEM 4A – Past TPMPD BOC Meeting Minutes**

**TUKWILA POOL METROPOLITAN PARK DISTRICT**

**February 26, 2015  
6:30 p.m.**

**Valley View Sewer District Conference Room**

**BOARD OF COMMISSIONERS MEETING MINUTES**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Board President Kruller called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:37 p.m. Pledge of Allegiance lead by Commissioner Quinn.

**TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

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

**MOVED BY SEAL, SECONDED BY DUFFIE TO EXCUSE COMMISSIONERS HOUGARDY AND EKBERG. MOTION CARRIES 4-0.**

**TUKWILA METROPOLITAN PARK DISTRICT OFFICIALS**

Brian Snure, Park District Attorney, Steve Burke, Interim Executive Director, Dave Perkins, Aquatics Manager.

**CONSENT AGENDA**

- A. Approval of Minutes: 1-29-15 (*Special Mtg.*)
- B. Approval of Vouchers:

**MOVED BY DUFFIE, SECONDED BY SEAL TO APPROVE THE MEETING MINUTES FOR 1-29-15 AS PUBLISHED. MOTION CARRIES 4-0.**

**CITIZEN COMMENTS**

Christine Neuffer, 13813 37<sup>th</sup> Ave S., as stated during the previous meeting, would like to see an election for independent commissioners of the MPD in November.

**MOVED BY DUFFIE, SECONDED BY QUINN TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIES 5-0.**

## **REPORTS**

### **A. Commissioners**

Board President Kruller reported that she was able to attend the event at the pool that was themed as a Luau. It was very well attended and everyone seemed to enjoy the event.

6:45 Commissioner Hougardy joined the meeting.

### **B. Executive Director Committee Report**

Board President Kruller included this in her report above.

### **C. Executive Director Report**

Mr. Burke stated that he had some additional ideas for fun events one of which is inviting the Coast Guard out with their rescue tent. He feels the kids would get a big kick out of climbing in and out of it. He received the last report from the City and also the energy report. The energy report showed that the pool hit all the marks for saving energy and could be eligible for a rebate from Seattle City Light. He will look into this further.

He also reported that due to a snafu with King County, there is a late payment issue with the WCIA, the insurance carrier, but they will send the issue to their Executive Board to have the fee waived.

### **D. Aquatics Manager**

Mr. Perkins reported that the Luau event at the pool was a hit with the community.

Lessons started with the Academy Swim. White Water Swim Team is doing well. There will be lifeguard training during spring break.

Seattle City Light has informed him there will be numerous power shut downs in the future. He informed Seattle City Light that the pool needs to be shutdown before the outages occur so he must be notified prior to the planned power shutdowns.

The alarm system is secure and functioning normally.

### **E. Financial Report**

Mr. Dance distributed the January financial report to the Commissioners. He explained the Balance Sheet and what it reflects to the Board.

The Board had a general discussion regarding income, sales, pool passes, punch cards and the effects to the revenue generated by renting pool time to various swim teams.

### **F. Tukwila Pool Advisory Committee (TPAC):**

1. TPAC Chair Report
2. TPAC Minutes (1/3/2015)

Vanessa Zaputil, 15171 52<sup>nd</sup> Ave S., TPAC Chair, reported on the meeting that was held on February 7, 2015. She distributed a report to the Commissioners of the agenda and items discussed. TPAC unanimously recommended forwarding the presented policies to the TPMPD Executive Director Committee with correction as noted.

## **ACTION/BUSINESS ITEMS**

- A. Resolution adopting the District By-Laws and repealing TPMPD Resolution 1 (Resolution 2015-2)

**MOVED BY SEAL SECONDED BY HOUGARDY TO READ THE RESOLUTION BY TITLE ONLY. MOTION CARRIES 5-0.**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT TO ESTABLISH AND ADOPT THE BY-LAWS RELATING TO PROVISIONS FOR THE ORGANIZATION OF THE DISTRICT AND OTHER MATTERS THERETO, AND REPEALING RESOLUTION NO. 1 EFFECTIVE FEBRUARY 26, 2015.**

**MOVED BY HOUGARDY SECONDED BY SEAL TO ADOPT RESOLUTION 2015-2 AS READ. MOTION CARRIES 5-0.**

**MOVED BY HOUGARDY, SECONDED BY DUFFIE TO RESCIND RESOLUTION NO. 30. MOTION CARRIES 5-0.**

- B. Resolution for selection of District Treasurer (Resolution 2015-3)

**MOVED BY QUINN, SECONDED BY DUFFIE TO READ THE RESOLUTION BY TITLE ONLY. MOTION CARRIES 5-0.**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT TO ASSIGN THE KING COUNTY TREASURER AS THE DISTRICT TREASURER.**

**MOVED BY QUINN SECONDED BY DUFFIE TO ADOPT THE RESOLUTION 2015-3 AS READ. MOTION CARRIES 5-0.**

- C. Resolution for the appointing a District Claims Agent (Resolution 2015-4)

**MOVED BY DUFFIE, SECONDED BY QUINN TO READ THE RESOLUTION BY TITLE ONLY. MOTION CARRIES 5-0.**

**APPOINTMENT OF AGENT TO RECEIVE CLAIMS IN ACCORDANCE WITH WASHINGTON REVISED CODE (RCW) SECTION 4.96.020.**

**MOVED BY DUFFIE, SECONDED BY QUINN TO ADOPT RESOLUTION 2015-4 AS READ. MOTION CARRIES 5-0.**

- D. Motion for approval for the Tukwila Pool Advisory Committee By-Laws

**MOVED BY SEAL SECONDED BY QUINN TO APPROVE THE TUKWILA POOL ADVISORY COMMITTEE BY-LAWS. MOTION CARRIES 5-0.**

- E. Motion for approval of administrative policies

201- Mission, Vision and Core Value

205- Purpose, Definitions and General Provisions

220- Board and Admission

240- Public Records Disclosure  
260- ADA Accommodations  
270- Information Technology Policy  
505- District Treasurer  
510- Financial Management Policy  
511- Revenue Policy

**MOVED BY SEAL, SECONDED BY DUFFIE TO APPROVE THE ADMINISTRATIVE POLICIES AS OUTLINED ON PAGE 1 OF THE PACKET, POLICIES 201 - 511. MOTION CARRIES 5-0.**

**MISCELLANEOUS**

None.

**EXECUTIVE SESSION**

The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110

Board President Kruller called for an Executive Session to last no longer than fifteen minutes at 8:00 p.m. An extension to the meeting time was posted at 8:00 p.m. for thirty minutes. Another extension was posted for twenty minutes at 8:30 p.m. Executive Session ended at 8:50 p.m.

**ADJOURNMENT**

The TPMPD Board of Commissioners regular meeting immediately adjourned at 8:51 p.m.

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Kate Kruller, President, Board of Commissioners

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Joe Duffie, Clerk, Board of Commissioners



ITEM 4B – Past TPMPD Voucher Approval Documents - 03/23/15 and 03/27/2015



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/23/2015  
Total Amount: \$23,813.21  
Control Total: 20  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20150317155137.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Alan R Dance</u>	Email Address: <u>TPMPD@forprivateclients.com</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
<small>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).</small>		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
<u>[Signature]</u>	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature

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

Email: [SpecialDistAP@kingcounty.gov](mailto:SpecialDistAP@kingcounty.gov)  
Fax: (206) 263-3767

<b>KING COUNTY FINANCE USE ONLY:</b>	
Batch Processed By:	_____
Date Processed:	_____

Printed On Tuesday, March 17, 2015 at 03:53:13 PM

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## Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150317155137.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			955231	02/19/2015	\$65.00	
ALARM CENTER, INC.			954595	02/18/2015	\$104.03	
ALARM CENTER, INC.			957303	02/23/2015	\$131.40	
AQUATIC SPECIALTY SERVICES, INC			8134	02/19/2015	\$1,024.92	
CASCADE COMPUTER MAINTENANCE, INC.			1058295	02/19/2015	\$299.38	
CASCADE COMPUTER MAINTENANCE, INC.			1058297	02/19/2015	\$89.75	
CASCADE COMPUTER MAINTENANCE, INC.			1058555	02/27/2015	\$89.75	
CENTURY LINK			20150216	02/16/2015	\$219.66	
CITY OF TUKWILA			MB-01747	02/27/2015	\$10,121.48	
ELECTRIC LIGHTWAVE			12795068	03/03/2015	\$282.16	
GDM PRIVATE FINANCIAL SOLUTIONS			52394	03/05/2015	\$1,250.00	
INTEGRA			12732453	02/08/2015	\$166.56	
PUGET SOUND ENERGY			20150224	02/24/2015	\$5,012.04	
REC1			REC1-004111	03/01/2015	\$100.00	
RICOH USA, INC.			94287519	03/05/2015	\$236.70	
SEATTLE CITY LIGH			20141224	01/01/2015	\$1,100.69	
SNURE LAW OFFICE, PSC			20150301	03/01/2015	\$1,573.00	
VALLEY VIEW SEWER DISTRICT			20150201	02/01/2015	\$606.26	
WALTER E NELSON CO			476681	02/24/2015	\$819.96	
WATER DISTRICT NO. 125			20150220	02/20/2015	\$520.47	




## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/27/2015  
Total Amount: \$2,013.64  
Control Total: 6  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20150323122452.csv  
Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: Alan R Dance	Email Address: TPMPD@forprivateclients.com

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
<small>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).</small>		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
	3-23-15	
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

**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

<b>KING COUNTY FINANCE USE ONLY:</b>	
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## Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150323122452.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32029618	03/07/2015	\$438.77	
AQUATIC SPECIALTY SERVICES, INC			8255	03/12/2015	\$164.25	
AQUATIC SPECIALTY SERVICES, INC			8256	03/12/2015	\$512.46	
AQUATIC SPECIALTY SERVICES, INC			7884	01/06/2015	\$39.42	
BROADVIEW NETWORKS			15956923	03/09/2015	\$252.48	
VALLEY VIEW SEWER DISTRICT			20150301	03/01/2015	\$606.26	

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## ITEM 5F. 1 – TPAC Chair Report

### INFORMATIONAL MEMORANDUM Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: Vanessa Zaputil, Tukwila Pool Advisory Committee Chair

DATE: March 15, 2015

SUBJECT: **TPAC Committee Chair's Report**

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#### **ISSUE**

Summary of the March TPAC Meeting held at Tukwila Community Center

#### **FINANCIAL IMPACT**

N/A

#### **BACKGROUND**

Meeting date March 7, 2015

#### **DISCUSSION**

1. Election of Officers. TPAC conducted their annual election of officers. The results are as follows:
  - Chair: Vanessa Zaputil
  - Vice Chair: Kim McCoy
  - Secretary: Jeri Frangello-Anderson
2. Policy Discussion. There were no policies forwarded.
3. Sustain Tukwila Pool Presentation. Members of Sustain Tukwila Pool Committee (STP) presented a document indicating their desire to have governance change from the City Council in an Ex-Officio capacity to a five person independently elected commission. Questions regarding the necessity of expedited timing, increasing citizen participation in government, and language relating to "Some" councilmembers was discussed. A motion was presented to forward the document to the EDC for inclusion in the March 26, TPMPD meeting with clarifying language as noted. Passed unanimously
4. Marketing Update. Jeri informed the Committee that the March "Every Third Saturday Special Event" at the Pool was an egg hunt and set for March 21 from 1-3pm. It will include a jellybean guessing competition where patron info can be collected. The brochure is on schedule to be sent to the printers and will be included in the Tukwila P&R Spring/Summer guide.
5. Executive Director/Aquatic Manager Update. No report from the Executive Director. Aquatics Manager Dave Perkins reported that the Turtles have started practicing for their April event. Members questioned whether Dave had a backup for pool operation. He relayed that two of the senior guards would be able to continue with the programming at the pool if he is absent.

TPAC /March 2015 Chair report

## INFORMATIONAL MEMO

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6. TPAC 2015 Workplan. Members brainstormed on their preferences for items that TPAC should address for the current year. They were categorized into four general categories: Marketing, Community Outreach, Budget, and Policies. A motion was made to recommend that policies continue to be reviewed by TPAC and sent to the EDC and TPMPD for review. Passed unanimously.

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Marketing (Incl. SWOT)	✓	✓	✓	✓
Community Outreach	✓	✓	✓	✓
Budget			✓	✓
Policies	✓	✓	✓	✓

### **TPAC RECOMMENDATIONS**

1. TPAC unanimously recommends that the STP proposal on change of governance be forwarded to the EDC for submission for the March 26, 2015 TPMPD meeting agenda for the purpose of a vote with clarifying language as noted.
2. TPAC unanimously recommends that TPAC continue working through the Administrative Policies and escalating them to the EDC for review by the TPMPD Commissioners.

## **ITEM 5F. 2 –TPAC Meeting Minutes**

### **TUKWILA POOL ADVISORY COMMITTEE**

**FEBRUARY 7, 2015**

**FINAL**

**TUKWILA COMMUNITY CENTER MEETING ROOM “A”**

Call to Order: 8:15 Vanessa Zaputil

ATTENDANCE:

TPAC: Vanessa Zaputil, Ellen Gengler, Sheri Barr, Kim McCoy, Jeri Frangello-Anderson

AQUATICS MANAGER: Dave Perkins

TP MPD President: Kate Kruller

TP MPD Clerk: Joe Duffie

ED Steve Burke (Via phone)

Guests: Gene Achziger

TPAC would like to recognize newest members, Sheri Barr and Ellen Gengler. Welcome!

TPAC Members started meeting with a brief introduction of each member.

Approval of January 3, 2015 Minutes – Joe made motion to accept minutes as presented, Kim McCoy seconded. Unanimous vote

### **Business Item 1) TPMPD Policy Revision (Led by Steve Burke)**

Financial policies were forwarded on to each member for review. These policies were created by the Budget Committee and forwarded on to ED and WCIA. Steve has been working on updating the policies that are up for review. First Policy to review was 505 District Treasurer. Vanessa pointed out that there was a reference to a Finance Committee and this will be corrected to be the EDC instead. Financial Management Policy was 2<sup>nd</sup> for review. Revenue was removed and added to the Revenue policy. Keep revenue sources in the Financial Management Policy. Vanessa noted that on the previous policy there was a bullet point that had been removed and it will be added back in under 3.0 objectives. “To employ balanced and fair revenue polices to provide sufficient funding for desired programs. Fund Balance Control, to maintain a minimum amount. Steve just wasn’t sure if the board was comfortable with setting a number as a policy. Possibly adding wording for cash flow. TPAC has a strong opinion that wording should be added. Corrections to the Fund Balance detail to be presented to the EDC in regards to financial accountability. Debt Management – Steve to talk with Accountant about appropriate wording and guidelines in regards to debt management. Revenue Policy next for review, types of revenue to rental to one time rental fees. Financial Assistance add 3.3.5 other opportunities as approved by the board. Capital Improvement Program Plan, replace Finance Committee with EDC. Final is Accountability and Reconciling of Financial Accounts, add under 2.1 Person responsible to pull out of account. Question regarding security was brought up to Steve, under 3.0 Segregation of Duties is where this was addressed. Ellen made a motion to forward the Financial Polices with the corrections noted to the EDC. Kim seconded. Unanimous vote

Steve noted that there are a few other policies that he will be presenting to the EDC Mission, Vision, Core Values and Purpose of the District. Steve will forward to Vanessa to distribute amongst TPAC members for any additional input. Steve also gave the new email address to reach him, [mpddirector@tukwilapool.org](mailto:mpddirector@tukwilapool.org).

**Business Item 2 – Marketing Update** – Jeri indicated that the Marketing Club has been meeting on Thursday's at the Pool at 5:30. Last Thursday's meeting the decision was made to proceed with the monthly events at the Tukwila Pool starting the third Saturday of each Month. The first event will be February 21<sup>st</sup>, the theme will be Luau. The time will be 1-4. Marketing is aware that this first event will be a little slow to start, but we just feel we need to jump in. March will be a March madness theme, and April will be April's Pools day. Regarding the Tukwila Recreation Parks Guide, it has been confirmed that the Tukwila Pool will still have the 4 page pullout for the guide. Ellen has reached out to Gene to help design the 4 page guide. Gene presented a preliminary layout design. Dave Perkins has been working on the Pool Facebook page. Sheri suggested branching outside the Tukwila area, Burien, Sea-Tac, BTOWN Blog.

**Business Item 3 – Executive Director/Aquatics Manager Update – ED Steve Burke** – Working with US Bank and King County regarding account set up. Jumped gun a little, the account currently set up is not working. Need to go through King County to get account. Steve has been working on updating the Pool website, hopefully within 30 days to introduce.

**Aquatics Manager – Dave Perkins** – Swim Lessons started, average turnout for this time of year. Hired a few lifeguards and instructors. Improve quality of current program. Whitewater has signed a contract for 1 year, they will practice 6 days a week between the hours of 4:30 – 6:30. Dave also has hired a front desk person so that there is consistency with patrons coming in and to extend exceptional customer service.

Looking at time, 2015 Business Item 5 - Workplan to be moved to next month's meeting

**Business Item 4 – BBQ Discussion** - Decision for Dave Puki and STP to continue with community outreach at the pool. Jeri to email Dave Puki that TPAC has deferred the BBQ event to Dave Puki and STP.

Steve asked if TPAC was full and there is still 1 opening and 2 student positions. Dave Perkins to add to website and keep applications at the front desk.

Vanessa asked if there were any agenda items that members would like to see on next month's agenda. Vanessa asked if TPAC members were ok with putting election of officers on March's agenda. Members were in agreement. Agenda items need to be presented 2 weeks before each meeting. Steve indicated that at the board commissioners retreat there was a SWOT analysis done. Steve indicated that he would like to plan a SWOT meeting with TPAC. Tentative date presented is March 12<sup>th</sup> after the EDC meeting from 7 – 8:30pm.

Ellen made motion to adjourn, Jeri seconded.



## ITEM 6A – TPAC Vacancy Applications and Potential TPAC Appointments

### Issue:

The Tukwila Pool Advisory Committee (TPAC) has one Committee vacancy and two Student Representative vacancies to fill as soon as possible.

### Discussion:

The Tukwila Pool Metropolitan Park District (TPMPD) is the governing body of the Tukwila Pool, which appoints a six-member Committee, along with two Student Representatives, to provide on-going involvement as an essential component towards achieving the goals of the District.

The District solicits advice and recommendations from the Committee on issues specific to the Tukwila Pool. TPAC meets the first Saturday of each month from 8:10 a.m. – 9:40 a.m.

TPMPD Board of Commissioners President would like to publish notification calling for applications to fill any vacant TPAC positions. The deadline for this round of candidate considerations would be on or before April 20, 2015.

### Recommendation:

The Board of Commissioners of the Tukwila Pool Metropolitan Park District should review qualified candidates who have submitted their application on or before the deadline for TPAC position vacancy appointments.

Motions by the Board of Commissioners of the Tukwila Pool Metropolitan Park District confirming TPAC applicant appointments may be made during the April 23, 2015 Regular Meeting.

## ITEM 6B – TPMPD Financial Policies

### Issue:

Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners is being asked to consider nine financial policies for adoption.

### Discussion:

As a result of its transition to a self-managed organization, the TPMPD is working through the process of adopting its own set of policies. The TPMPD Board of Commissioners approved new by-laws and some administrative and financial policies in February.

This month, a set of nine additional proposed policies in the financial category are being introduced. These policies were processed via the Budget Ad Hoc Committee during the transition period in 4<sup>th</sup> Quarter of 2014. The WCIA (our insurance company) approved the proposed policies listed here last November. The TPMPD Accountant has conducted a “top line” review of these policies and concurs.

### Recommendation:

The Board of Commissioners of the Tukwila Pool Metropolitan Park District should review the following financial policies for adoption. Motions by the Board of Commissioners of the Tukwila Pool Metropolitan Park District to adopt the following policies may be made during this meeting or the April 23, 2015 Regular Meeting.

- 515 - Post-Issuance Procedures for Tax Exempt Bonds
- 520 - Purchasing Policy
- 525 - Accounts Receivable Policy
- 530 - Accounts Payable Policy
- 535 - Cash and Deposit Management
- 540 - Refunds and Reimbursements
- 545 - Budget Changes and Modifications
- 550 - Travel and Reimbursement Policy
- 555 - Capital Asset Policy

## Tukwila Pool Metropolitan Park District

### Resolution No. 2015-5

#### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT ESTABLISHING THE MEETING SCHEDULE FOR THE EXECUTIVE DIRECTOR COMMITTEE EFFECTIVE MARCH 26, 2015**

**WHEREAS**, the Tukwila Pool Metropolitan Park District Board of Commissioners established an Executive Director Committee in MPD Resolution 19, to convene a minimum of once a month; and

**WHEREAS**, according to MPD Resolution 19, less than a quorum of Board of Commissioners of the Tukwila Pool Metropolitan Park District Board of Commissioners attend the Executive Director Committee meetings; and

**WHEREAS**, although it is not required by law, it is in the best interest of the Tukwila Pool Metropolitan Park District to make its Executive Director Committee meetings open to the public to observe, when possible; and

**WHEREAS**, it is in the best interest of the Tukwila Pool Metropolitan Park District to inform all citizens of the minimum of the Tukwila Pool Metropolitan Park District Executive Director Committee meeting days, times and locations;

**NOW THEREFORE**, THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

**Section 1.** Tukwila Pool Metropolitan Park District Board of Commissioners Executive Director Committee meetings shall be held on the following days during the year 2015: April 9, May 7, June 11, July 9, August 13, September 10, October 8, November 5, and December 3.

**Section 2.** Tukwila Pool Metropolitan Park District Executive Director meetings shall be held at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168, commencing at 5:30 p.m.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT at a Special Meeting thereof this 26th day of March, 2015.

ATTEST/AUTHENTICATED:

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*Joe Duffie, Clerk of the Board*

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*Kate Kruller, Board President*

APPROVED AS TO FORM BY:

Filed with the Clerk: \_\_\_\_\_

Passed by the Commission: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

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*Brian Snure, TPMPD Attorney*

## ITEM 6D – Governance Review - For Information and Discussion Only

### Issue:

Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners placed an item identified in its goals listed as “G. Continue to review Governance” in May, 2013 [ref. page 4 of this packet]. As part of its planning process, the TPMPD Board of Commissioners need to review the existing governance model, with an eye toward the future state of the district.

### Discussion:

As a result of its transition to a self-managed organization, the TPMPD is working through many process changes. During the TPMPD Board of Commissioners 2015 Retreat in late January, members of the board participated in an S.W.O.T. analysis exercise with the Executive Director to assess the condition of the organization, in its recently established post-transitional state.

The next logical step is to formulate a plan for moving forward as it continuously improves the TPMPD. One critical item in the planning process is to determine what is optimal for the governance aspect of the organization. Conducting a review of how the current model works now, and its sustainability potential in the future, is essential to the organization’s survival. Making the right process changes at the right time will enhance the TPMPD’s ability to adapt and change with community needs and market demands.

### Recommendation:

The Board of Commissioners of the Tukwila Pool Metropolitan Park hold a forward-looking discussion to review the current governance structure, learn more about any options it has and discuss what steps or processes that need to be in place to make future changes.

Outcomes from this discussion should be for the TPMPD Board of Commissioners understand what the possibilities are within the law, articulate any operational milestones or key performance indicators (KPIs) that would signal the next stage of transition for the TPMPD, and identify the steps to reach that stage. This will provide clearer communication and direction on how the TPMPD Board of Commissioners wants the organization to navigate and define a transparent approach as it begins creating a Work Plan.

## Exhibit A – Public Comment Submission: STP Governance Recommendation



To: Tukwila Pool MPD Commissioners

From: Sustain Tukwila Pool Committee

Date: March 5, 2015

### **Issue**

Change of Governance of the TPMPD to a 5 Person Independently Elected Board.

### **Recommendation**

The Sustain Tukwila Pool Committee formally requests that a change of Governance to an Independently Elected Commission Resolution be presented and put to a vote at the March TPMPD Commissioners Meeting.

### **Background**

- March 29, 2011. City of Tukwila City Council Special Meeting. Council members discussed the possibility of placing a Metropolitan Parks District to support a pool in Tukwila on the ballot. Some Council members clearly stated that the ability to transition away from City Council members as ex-officio Commissioners was of importance and were assured that was a possibility.
- August 20, 2012. TPMPD Meeting. Sustain Tukwila Pool Committee requested the Commission move to an Independently Elected Board by the November 2013 Election.
- October 15, 2012. TPMPD Meeting. TPMPD Attorney, Lisa

Marshall, reported to the TPMPD Commissioners that an Independently Elected Board is possible by resolution. Board had consensus to move forward with taking a Yes/No vote on governance at the November 2012 TPMPD Meeting.

- November 19, 2012. TPMPD Meeting. Commissioners did not place governance on the agenda.
- December 17, 2012. TPMPD Meeting. Commissioners approved the motion:
  - "Shall the Board consider changing the MPD governance during the third Quarter of 2013 from Council members as ad-hoc Board Members to a 5 person elected Board?"  
Passes 7-0.
- April 15, 2013. TPMPD Meeting. Commissioners reported governance has been put aside due to the CIP.
- May 20, 2013. TPMPD Retreat. Commissioners added reviewing governance to their goals.
- September 16, 2013. TPMPD Meeting. K&J Design reported to the Board that there were more MPD independent boards than ex-officio and their report recommended re-evaluating an independently elected commission.
- March 26, 2014. TPMPD Meeting. Sustain Tukwila Pool Committee requested the Commission move to an Independently Elected Board.
- April 10, 2014. Executive Director Committee Meeting. Committee had consensus to move forward "process for approaching the governance transition" to the next TPMPD Meeting in Executive Session.
- April 23, 2014. TPMPD Meeting. No governance agenda item. Sustain Tukwila Pool Committee requested the Commission move to an Independently Elected Board. Executive session convened.
- May 31, 2014, TPMPD Retreat. Governance review is identified as a top three priority.
- January 29, 2015. TPMPD Meeting. Sustain Tukwila Pool Committee requested the Commission move to an Independently Elected Board.

- February 26, 2015. TPMPD Meeting. Sustain Tukwila Pool Committee requested the Commission change to an Independently Elected Board with a November 2015 election.

## **Concerns**

- It is not a good time, we are still in transition.
  - *There will always be some issue or issues that could be viewed as an impasse to changing governance. Change is constant, and while there are issues, by the time a November elected board takes their seats – in January of 2016, the current self operated model will have been in operation for a full year. Moreover, it will be almost 4 ½ years after the TPMPD formation. The timetable to install an independently elected board requires the current board to make a decision at the March TPMPD meeting.*
- Will there be anyone to run?
  - *Sustain Tukwila Pool Committee has currently confirmed more than enough candidates to fill all five positions. With a March 26, 2015 decision there will be time to reach out and ensure interested parties are well informed of opportunities to run.*
  - *Substantial community interest and participation in the TPMPD has been proven and documented in TPMPD minutes.*
- Citizens voted for the Council to run the pool because they are qualified.
  - *Part of the City of Tukwila's Strategic plan that the council adopted in 2012, addresses empowering and encouraging citizens in leadership roles. Creating an independently elected TPMPD board is an ideal way to support and enact this directive.*
  - *The TPMPD is a separate district that has boundaries contiguous with the City of Tukwila, however it is not under the jurisdiction of the City. As its own entity the TPMPD deserves to have a board that is elected specifically for the TPMPD, is engaged in the TPMPD and*



*does not have a multitude of additional commitments with the City of Tukwila.*

- The TPMPD will not succeed.
  - *There is no cause to believe that the TPMPD will fail. The TPMPD has its own sources of revenue and has, with the support of the community, established a financially sustainable operating model that places the TPMPD in an excellent position to succeed. Furthermore, there is no history of independently elected districts in the City of Tukwila failing.*

### **Process Moving Forward**

- March 7, 2015. TPAC presented with recommendation.
- March 12, 2015. EDC presented with recommendation. STP requests issue is placed on TPMPD March 26, 2015 agenda and proper resolution language is created and reviewed by the TPMPD attorney in advance of the meeting as well as a confirmation date for the District to provide paperwork to King County for candidate filing.
- March 26, 2015. TPMPD votes on a resolution for change of governance to a five person Independently Elected Board.
- If passed, April 11, 2015 deadline according to RCW 29A.24.010 and 29A24.020 for district to designate positions and terms. (\*Needs to be confirmed by TPMPD legal council)
- If passed, May 11, 2015 first day of candidate filing for November election to take office January 1, 2016.

### **Conclusion**

A vote on a Resolution for change in governance to a five person Independently Elected Board is necessary at the March 26, 2015 TPMPD meeting in order to meet the King County deadlines and RCWs. A vote now does not change the composition of the Board until January 1, 2016.

## Attachment A – Clearer Rendering of TPAC Application from Ellen Gengler

***Note: This applicant was selected as a member to the Tukwila Pool Advisory Committee by the Tukwila Pool Metropolitan Park District Board of Commissioners during its January 2015 meeting. The following is a response from Ms. Gengler to a Commissioner request to have a clearer rendering of her application.***

-----Original Message-----

From: "Ellen Gengler" <lngnglr@gmail.com>

Sent: Sunday, February 1, 2015 1:14pm

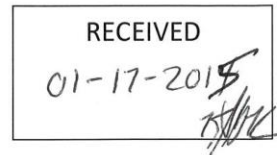
To: jduffie@tukwilapool.org, kkruller@tukwilapool.org, aekberg@tukwilapool.org, vseal@tukwilapool.org, dquinn@tukwilapool.org, khougardy@tukwilapool.org

Cc: steveburke215@gmail.com, sburke@tukwilapool.org, "Vanessa Zaputil" <zzzapspeed@hotmail.com>, dperkins@tukwilapool.org

Subject: Thank you for the appointment

To Commission President Kruller, Commission Clerk Duffie and Tukwila Pool Commissioners, I am grateful and honored to be appointed to the Tukwila Pool Advisory Committee (TPAC). I appreciate your support and will endeavor to be a good committee member, as modeled by current and past TPAC members.

Note: My archived application that was included in this past weeks' Agenda package was quite distorted. I've attached what I think you will find to be a more legible version for the records.



Tukwila Pool  
Attn: Kate Kruller  
4414 South 144<sup>th</sup> Street  
Tukwila, WA 98168  
Phone: (206) 853-9330

E-mail: kkruller@tukwilapool.org  
Website: www.tukwilapool.org

### Application for Appointment TUKWILA POOL ADVISORY COMMITTEE

Please complete the ENTIRE application form. Applicants may attach a cover letter and/or a resume totaling no more than three pages.

NAME: Gengler Ellen C  
Last First M.I.  
ADDRESS: 13727 Macadam Road Tukwila 98168  
Street City Zip

MAILING ADDRESS (if different): \_\_\_\_\_

HOME PHONE: 206-372-3316 CELL/MOBILE PHONE: 206-372-3316

EMPLOYER: \_\_\_\_\_ E-MAIL: Lnnglr@gmail.com

Please check all that apply to you within the City of Tukwila limits:

- |   |  |
|---|--|
| <input type="checkbox"/> Resident                       | <input type="checkbox"/> Business Owner/Representative |
| <input type="checkbox"/> School District Representative | <input type="checkbox"/> High School Student           |

HAVE YOU PREVIOUSLY SERVED ON BOARDS, COMMISSIONS, COMMITTEES AND/OR FOR VOLUNTEER GROUPS? ☐ Yes ☐ No

If "yes", please list and elaborate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AVAILABLE TO ATTEND MEETINGS: ☐ Daytime ☐ Evenings

#### FOR TUKWILA POOL PARK DISTRICT USE ONLY:

INTERVIEW DATE: \_\_\_\_\_ APPOINTED: ☐ Yes ☐ No TERM EXPIRES: \_\_\_\_\_

*See Attached  
(previous application  
information  
submitted  
1-17-12)*

Professional/Community Activities (organizations, clubs, service groups, etc):

SAVE TUKWILA POOL COMMITTEE - CURRENT  
VOLUNTEER - BURLEN LITTLE THEATER - PAST  
- TUKWILA PANTRY - PAST  
- VISIONS TUKWILA - PAST  
- FOSTER COMMUNITY CLUB - PAST

Hobbies/Interests:

My current interest for the city & the MPD is  
to encourage residents, businesses & the city to  
work together to create a safe, viable and  
successful community to live with a visit.

Qualifications as related to this position:

WAS A FOUNDING MEMBER OF GROUP THAT BECAME  
SAVE TUKWILA POOL. HAVE BEEN ACTIVE IN SD  
SINCE JULY 2011.

Other comments/additional information for consideration:

I believe in transparency & open communication.  
I believe that the pool is a valuable resource.  
Our community needs to be retained. I believe  
in looking at a variety of solutions and open  
discussion for all to engage in.

Applicant's Signature

Date

1/17/2012

Note: Upon submission, all information on this form becomes public record. For further clarification regarding this application or  
to obtain information regarding the boards or commissions, please call the Volunteer Programs Office at (206) 756-2622.  
City of Tukwila Volunteer Program - Application for Appointed Boards & Commissions.

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