

# TUKWILA POOL METROPOLITAN PARK DISTRICT

## Regular Meeting of the Board of Commissioners

**Dave Puki**, *President of the Board*  
**Jeri Frangello-Anderson**, *Clerk of the Board*

*Board Members:* ▶ **Ellen Gengler** ▶ **Christine Neuffer**  
 ▶ **Vanessa Zaputil**

**Monday, January 11, 2016, 6:00 PM**

*RES. # 2016-01*

**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 4 minutes)</i>		
<b>4. CONSENT AGENDA</b>	a. Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting December 17, 2015	<b>Pg. 5</b>
	b. Approve Minutes TPMPD BOC Special Meeting, December 28, 2015	<b>Pg. 13</b>
	c. Approve Voucher(s)	
<b>5. REPORTS</b>	a. Commissioners	
	b. Executive Committee	
	c. Aquatics Manager	
	d. Administrative Director	
	e. Financial Support Services - Addendum	
	(1) Balance Sheet – December 31, 2015	<b>Adm 1</b>
	(2) Profit and Loss – December 2015	<b>Adm 3</b>
	(3) Budget Vs. Actuals January – December 2015	<b>Adm 7</b>
	(4) Property Tax Proceeds Chart 2015 Budget Vs. Actual	<b>Adm 11</b>
	f. Tukwila Pool Advisory Committee (TPAC)	
<b>6. BUSINESS ITEMS</b>	a. Pool Staff Organizational Chart (discussion)	
	(1) Organizational Ad-Hoc Committee Report	<b>Pg. 27</b>
	b. Posting for District employee	
	(1) Ad hoc hiring committee	
	(2) ED Estimated Hours	<b>Pg. 31</b>
	(3) ED Position Description (Draft)	<b>Pg. 33</b>
	(4) ED Job Posting (Draft)	<b>Pg. 38</b>

	<ul style="list-style-type: none"> <li>c. RFQ Flooring Project update (discussion)</li> <li>d. Administrative Director exit procedure (discussion) <ul style="list-style-type: none"> <li>(1) Transition plan</li> <li>(2) Ad hoc committee on transition</li> </ul> </li> <li>e. Status on public records transfer (discussion)</li> <li>f. Commissioner compensation (discussion)</li> <li>g. WCIA insurance add-on to comply with Auditing Officer requirements <ul style="list-style-type: none"> <li>(1) WCIA Email on Crime and Fidelity (C&amp;F) Coverage</li> <li>(2) WCIA C&amp;F Application</li> <li>(3) WCIA C&amp;F Questionnaire – High Cash Exposures</li> <li>(4) WCIA C&amp;F Questionnaire – Precious Metals</li> </ul> </li> <li>h. WCIA audit plan for April 2016 <ul style="list-style-type: none"> <li>(1) Options</li> <li>(2) WCIA 2016 Audit &amp; Annual Review Calendar</li> <li>(3) WCIA 2015 Personnel/HR Audit</li> </ul> </li> <li>i. Establishing separate budget funds for operations, CIP and operations reserve (discussion)</li> <li>j. Next Executive Committee meeting – set time and place</li> <li>k. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, February 8, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148<sup>th</sup> Suite 100, Tukwila, WA 98168</li> </ul>	<p><b>Pg. 39</b></p> <p><b>Pg. 41</b></p> <p><b>Pg. 42</b></p> <p><b>Pg. 50</b></p> <p><b>Pg. 54</b></p> <p><b>Pg. 58</b></p> <p><b>Pg. 60</b></p> <p><b>Apdx A</b></p> <p><b>Pg. 61</b></p>
<b>8. MISCELLANEOUS</b>		
<b>9. EXECUTIVE SESSION</b>		
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		
<b>10. ADJOURNMENT</b>		

## 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 METROPOLITAN PARK DISTRICT

December 17, 2015 - 6:30 p.m.  
VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM

### 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 6:30 p.m.

#### **TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

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

Pledge of Allegiance was recited.

**MOVED BY VANESSA ZAPUTIL TO EXCUSE COMMISSIONER NEUFFER, SECONDED BY BOARD PRESENT PUKI. MOTION CARRIES 4-0.**

#### **TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES**

Dave Perkins, Aquatics Manager; Kim McCoy, Administrative Director and Brian Snure, Attorney.

#### **CONSENT AGENDA**

**MOVED BY VANESSA ZAPUTIL TO AMEND THE ORDER OF THE AGENDA TO MOVE BUSINESS ITEM 7F, THE RFP FLOORING DISCUSSION TO COME BEFORE THE BUDGET RESOLUTION, SECONDED BY JERI FRANGELLO-ANDERSON. MOTION CARRIED 4-0.**

**MOVED VANESSA ZAPUTIL SECONDED BY JERI FRANGELLO-ANDERSON TO APPROVE THE AGENDA AS AMENDED. MOTION CARRIED 4-0.**

#### **CITIZEN COMMENTS (*Limited to 4 minutes*)**

No citizen comments.

#### **CONSENT AGENDA**

- a. Approval of Minutes: 11-19-2015
- b. Approval of Voucher(s): 12-3-2015; 12-14-2015

Correction to the Minutes of 11-19-2015, Kristine and Jeri's names were misspelled.

**MOVED BY VANESSA ZAPUTIL, SECONDED BY ELLEN GENGLER TO APPROVE THE CONSENT AGENDA AS AMENDED. MOTION CARRIED 4-0.**

**MOVED BY ELLEN GENGLER, SECONDED BY VANESSA ZAPUTIL TO APPROVE VOUCHERS, MOTION CARRIED 4-0.**

#### **REPORTS**

- a. Commissioners

Commissioner Zaputil stated that she and Commissioner Frangello-Anderson worked on the bookkeeper interviews and will report more about that later in the meeting. Also, the new brochure is out and is part of the Tukwila Activities Guide.

Commissioner Zaputil and Commissioner Frangello-Anderson attended the Spirit of Giving and talked with other attendees about the pool. Additionally, Commissioner Zaputil and Commission Gengler attended a number of the FRA City Meetings. These are important to monitor as there could be financial impacts to the district.

Commission Gengler attended two risk management seminars hosted by WCIA and provided the handouts to the Commissioners. She noted that WCIA is a good resource for the pool to get assistance and guidance. She will gather more information about what WCIA has to offer and distribute it to the Commissioners.

Commissioner Frangello-Anderson attended the Marketing Club meeting and plans for the Winter Fiesta will go on as scheduled and it looks to be a fun event. There will also be a meet and greet for the Commissioners and all are welcome. Events are already planned through April of 2016. At the meeting they also discussed the Turtles starting in February and Mr. Perkins will be doing some merchandising sales. The next Marketing Club meeting will be held on January 5, 2016.

Board President Puki thought the new brochure was done well. The pool was closed on Tuesday due to a power issue, which has been rectified and the pool is now fully operational thanks to Mr. Perkins.

#### b. Executive Committee

Commissioner Zaputil stated the committee met and the main purpose was to set the agenda for the regular Board meeting. The Commissioners requested for Mr. McCoy to work on the public records in an effort to get those published by the end of the year. The Executive Committee will meet on an "as needed" basis.

#### c. Aquatics Manager

Mr. Perkins stated that the assistant manager was no longer employed by the pool which results in a salary savings in the budget. There have been high school swim meets which were well attended by the public. The White Water swim team has also been practicing.

Commission Gengler asked if Foster High School classes are ongoing and inquired about the pool shut down in November.

Mr. Perkins stated that, to his knowledge the high school was still having classes. The shut down in November was due to the chlorinator which has been resolved.

Commissioner Neuffer joined the meeting at 6:55 p.m.

Mr. Perkins will keep a log of maintenance and shut downs. He also mentioned that the schedule for swim meets is posted online. There may be a revenue opportunity for concessions during the meets.

#### d. Administrative Director

Mr. McCoy reported that the light bulbs will be changed out at the same time the flooring is being installed. Regarding public records; to his knowledge, those are on the website now with links.

Board President Puki inquired about receiving confirmation concerning the levy that was submitted to King County.

Mr. McCoy reported that he had received written confirmation of acceptance from the county.

Board President Puki will sign vouchers daily, scan them and email them to Mr. McCoy and copy the rest of the Board.

Commissioner Zaputil asked Mr. Snure if the Board needed to have a resolution concerning signing and approving vouchers.

Mr. Snure stated that the Board approves the vouchers at the Regular meeting. If there are more individual board members or staff that would be signing, then there would have to be a resolution authorizing those signers.

Commissioner Zaputil asked if the current system pays the vouchers before the meeting or after the Board approves them for payment.

Mr. Snure stated that if the vouchers are not paid before the Board approves them, then pre-approval is not necessary.

Mr. Dance stated that King County requires a list of Commissioners, but only one signature is required to sign the voucher for payment. If all the Commissioners had to sign and wait for the meeting, this would delay payments to vendors.

Commissioner Zaputil will meet with Mr. Snure to research if there has been a resolution passed regarding signatures on vouchers for payment and if not, they will draft one for the next meeting.

Posting audio recordings of the meetings are not required for public disclosure and there is a size limitation on the website which could also be an issue in regards to posting.

Board President Puki talked about the OPMA training in January 2016 and feels all Commissioners should attend if possible. This would help with communications between Commissioners and Staff. Mr. McCoy stated the WCIA would reimburse MPD for this training.

Mr. Snure stated that Resolution #26 has been passed previously and it refers to Policy #2015-01 which lists who is authorized to sign vouchers by title.

(1) WCIA Insurance Deductible form.

Mr. McCoy stated that this form is in the packet. It is the continuation of the insurance for the pool. This year's premium is less than the previous year due to a decrease in property value. Mr. McCoy recommends this be signed.

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONED BY ELLEN GENGLER TO RENEW THE WCIA INSURANCE FOR THE POOL AND FOR BOARD PRESIDENT PUKI TO SIGN. MOTION PASSED 5-0.**

e. Financial Support Services – GDM Financial Solutions

Mr. Dance gave an overview of the reports contained in the packet.

- (1) Balance Sheet – November 30, 2015
- (2) Profit and Loss – November 2015
- (3) Budget Vs. Actuals January – November 2015
- (4) Property Tax Proceeds Chart 2015 Budget Vs. Actual

Mr. Dance asked the Board to look at page 20 for the updated financial balance sheet. The credit card issue with REC 1 is still ongoing with progress being made.

Mr. Snure asked about what REC 1 does and about possible contracts with them.

Mr. Perkins said that REC 1 is comprehensive software that processes credit cards, enables scheduling, facility locates, etc. for a base rate per month plus a portion of the credit card sales.

Mr. Snure would like to see the signed agreement between REC 1 and the pool when possible.

Board President Puki stated that Mr. Dance is billing for work that he did to reconcile the error. MPD has those funds in its account as those funds were withheld from REC 1. He believes those funds should be paid to Mr. Dance for his invoice and then the MPD can deal with REC 1.

Mr. Snure stated that this is the reason he needs to review the agreement with REC 1 to see if they will pay for the professional fees due to Mr. Dance plus any legal fees that may be incurred.

Mr. Dance directed the Board's attention to page 21 and the pay checks that have not been cashed. Mr. Perkins has reminded staff to please cash their checks as soon as possible. Some of these checks are over six months old which creates bookkeeping problems.

Mr. Snure said that at some point the monies for these outstanding checks would have to be turned over to the state as unclaimed monies which would clear the MPD's books. There is a process to be followed where unclaimed monies are concerned.

Board President Puki stated that MPD is utilizing direct deposit for payroll checks, so this should be an issue in the future.

Mr. Dance continued to page 24 is the month-end and the year-to-date report. He pointed out that scholarships are being reported under miscellaneous and in the month of November and that amount was \$314.68; the year-to-date total is \$1,007.28. This is an income and an expense at the same time. Mr. Dance stated that on the bottom of page 24 under miscellaneous expenses in the year to date column, the amount of \$1,202.19 was due to Mr. Burke's expenses. The only receipt received has been the one for the unauthorized use of the pool credit card.

Commissioner Zaputil understood that the Board is waiting for more receipts from Mr. Burke.

Mr. Dance confirmed that he understood that as well.

Commissioner Zaputil stated that at the last meeting there was an agreement by the Board to pay Mr. Burke money owed him.

Mr. Snure stated that the previous Board voted to reimburse Mr. Burke \$1,213.83 for claimed receipts.

Commissioner Frangello-Anderson inquired as to who has these receipt and if are they paper receipts.

Mr. Perkins stated that he has a spreadsheet submitted by Mr. Burke that includes mileage, but no paper receipts were received.

Mr. Snure said the Board looked at the spread sheet and accepted the bulk of the mileage. The check will be sent to him with an accordance satisfaction. He will email the receipts to Mr. Dance for documentation along with which Board took action. Please send the check to Mr. Snure and he will forward onto Mr. Burke with the appropriate letter.

Mr. Dance will send the check to Mr. Snure and document this to bring resolution to this matter. On page 28 is the comparative between the year-to-date actual and year-to-date budget. The difference is the Interlocal Agreement with the City of Tukwila for their assistance with the audit.

Commissioner Zaputil stated that Sales Tax needs to be an operational expense.

Mr. Dance pointed out that page 30 is the revenue portion of his report. The pattern of receivables being higher in the months that property taxes are paid is still the same.

Commissioner Frangello-Anderson said that there was some concern about creating accounts for the CIP.

Commissioner Zaputil stated that is something that will be done in the future and those accounts can be sent to Mr. Dance via email.

Board President Puki stated that in the future the Board will be setting up some fund accounts so that money can only be transferred between accounts by Board action.

Mr. Dance stated that funds are transferred from King County to operations to payroll. There is a separate account for payroll. He suggested that authority to move funds be assigned to a Board member instead of the bookkeeper. There are forms to fill out to re-assign that responsibility.

Mr. Dance informed the Board that King County needs to have an official list of email address to send out forms. He suggests that a group email be created such as [accounting@tukwilapool.org](mailto:accounting@tukwilapool.org) and then distributed to the correct staff and/or Board Member(s).

f. Tukwila Pool Advisory Committee (TPAC):

The new TPAC has not yet had a meeting therefore, there is no report at this time.

### **PUBLIC HEARING**

Board President Puki opened the Public Meeting at 8:01.

Proposed 2016 Budget – No citizen comments were made

**MOVED BY BOARD PRESIDENT PUKI, SECONDED BY \_\_\_\_\_ TO CLOSE THE PUBLIC HEARING AT 8:02 P.M. MOTION CARRIED 5-0.**

Board President Puki declared a five minute recess at 8:03 and reconvened the meeting at 8:07 p.m.

### **BUSINESS ITEMS**

a. TPAC Membership

A motion by the Tukwila Pool Metropolitan Park District Board of Commissioners (TPMPD BOC) to accept TPAC application(s)

(1) TPAC New Member Application(s).

Jacque Carroll applied to join TPAC.

Board President Puki and the rest of the Board feel that Ms. Carroll would be a great asset to TPAC.

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY JERI FRANGELLO-ANDERSON TO APPOINT MS. CARROLL TO TPAC POSITION NUMBER ONE. MOTION CARRIED 5-0.**

b. Schedule of 2016 Meeting Times

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY JERI FRANGELLO-ANDERSON TO APPROVE THE RESOLUTION #2015-14 TO HAVE THE TPMD BOARD MEETINGS HELD THE SECOND MONDAY OF EACH MONTH WITH AN AMENDED START TIME OF 6:00 P.M. INSTEAD OF 6:30 P.M. MOTION CARRIED 5-0.**

c. Organizational Chart Discussion and MPD 101

Board President Puki would like to see an organizational chart for the MPD. This would allow better communication and cross-training of staff.

Commissioner Zaputil explained that a position was created to fill a temporary need. Now would be a good time to assess what the organizational needs are and how to structure them.

Board President Puki would like to have input from the staff and the commissioners concerning this topic for discussion at the next meeting.

Commissioner Zaputil suggested a sub-committee might be helpful for this discussion.

Commissioner Frangello-Anderson suggested another alternative would be to have a separate meeting.

Board President Puki will communicate via email with all involved as to dates, times and locations for the special meeting. This meeting will be announced to the public and all are welcome to attend.

d. Contracts: Aquatics Manager; Administrative Director; [Lady of Letters]; Bookkeeper; CPA and Attorney

Board President Puki stated the 2016 budget showed a \$5,000 annual salary increase and the contract did not reflect that and it also increases his benefits by 15%.

Commissioner Zaputil feels the 10% increase for the Aquatics Manager is well deserved, however; she would like to suggest that the portion of the contract under PTO be replaced with the verbiage "*will be administered in accordance with the TPMPD Employee Handbook.*"

Commissioner Zaputil would like to make a suggestion for discussion about performance incentives. She would like to see added to the contract verbiage such as "*It is the goal of the district to increase swimming lesson registrations. The employee shall be eligible for a performance incentive of [a set amount of money] for increasing swim lesson revenue greater than 10% over the 2016 budget swim lesson revenue amount before the end of the contract year. Performance incentive shall be paid out on January 31, 2017 and the employee must be currently employed with the district at the time of pay out to receive incentive.*"

Commission Gengler is in favor of having a performance incentive program, but would like to have more time to discuss how this program would be implemented.

The Board is in agreement that an incentive program should be created and that will be discussed at the special meeting.

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY COMMISSION GENGLER, TO APPROVE THE AQUATIC'S MANAGER CONTRACT WITH THE CHANGE IN THE PTO SECTION. MOTION CARRIED 5-0.**

A discussion occurred regarding the Aquatics Manager's contract, days off and sick leave. The discussion will be continued in the special meeting. There may be some policy changes that need to be made.

Since the Administrative Director is not currently under contract, he will continue as before and a contract for this position will be drawn up and offered to Mr. McCoy at a later date.

Commissioner Frangello-Anderson stated that Lady of Letters, Inc will continue to transcribe the minutes of the meetings, but will not be onsite. They are willing to continue on without a contract.

Commissioner Frangello-Anderson said that several Commissioners and staff meet with two candidates for the TPMPD bookkeeper position. The recommendation is to present the contract to Dawn [sp] Jackson for the calendar year 2016.

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY BOARD PRESIDENT PUKI TO PRESENT THE CONTRACT FOR BOOKKEEPING SERVICES TO DAWN JACKSON AT THE RATE OF \$30 PER HOUR. MOTION CARRIED 5-0.**

Commissioner Zaputil explained that the intention is for Ms. Jackson to work off site and to spend approximately 18 hours per week on bookkeeping tasks.

Commissioner Zaputil stated that the scope of work was the only amendment to the contract for GDM

Financial Solutions to align this service with the 2016 budget numbers.

**MOVED BY JERI FRANGELLO-ANDERSON SECONDED BY COMMISSIONER ELLEN GENGLER TO PRESENT THE GDM CONTRACT AS PRESENTED. MOTION CARRIED 5-0.**

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE ATTORNEY CONTRACT AS PRESENTED. MOTION CARRIED 5-0.**

e. RFP Flooring (Discussion, Motion to approve)

Commissioner Frangello-Anderson asked for some figures as to what the flooring costs will total for budgeting calculations.

McCoy said there was one quote for \$45,000 which is just over \$11 dollars per sq ft. He also has representations from manufacturer's reps and sellers that can do the floor less expensively.

Commissioner Frangello-Anderson asked if the \$45,000 includes materials and installation. Mr. McCoy replied that the cost does encompass both of those items.

Commissioner Frangello-Anderson asked Mr. Perkins if that price seemed reasonable in his opinion. Mr. Perkins replied that he does not have any expertise in flooring costs.

Commissioner Zaputil stated that the dollar figure would impact just the capital fund and not the 2016 operating budget.

McCoy will send out the RFP and the report(s) from the consultants with recommendations to the Board this weekend. Any action can be held over until the Special Meeting.

f. 2016 Budget Resolution

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY COMMISSIONER ZAPUTIL TO ACCEPT THE 2016 BUDGET AS PRESENTED. MOTION CARRIED 5-0.**

Commissioner Zaputil had one amendment to the budget on the CIP portion to change expenditures which would be \$45,000 instead of \$40,000 listed in the budget based on the discussion about the flooring.

After discussion with the Board, it was agreed to raise the CIP flooring allowance to \$50,000 so that there is a 10% contingency budget.

g. Next TPMPD Executive Committee meeting will be held on Monday, January 4, 2016 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA. 98168.

h. Next TPMPD Board of Commissioners meeting will be held on Monday, January 11, 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.

**MOVED BY JERI FRANGELLO-ANDERSON, SECONDED BY ELLEN GENGLER TO ADJOURN THE MEETING AT 9:15 P.M. MOTION CARRIED 5-0.**

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Dave Puki, President, Board of Commissioners

## 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 they will invoice us.

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 resolutions that are signed online; however, there are other passed resolutions for which we lack signatures. He will put up the unsigned resolutions until signed copies are located.

Commissioner Frangello-Anderson suggested that possibly researching emails for signed contracts or asking former Commissioner Kruller if she has copies of these resolutions in her records may result in locating some or all of the resolutions 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 REC1 account. REC1 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. REC1 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 need 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 31<sup>st</sup> and March 1<sup>st</sup> 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](mailto: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 co-efficient 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. 148<sup>th</sup> 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.**

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Dave Puki, President of the Board of Commissioners

# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: TPMPD Organizational Ad-Hoc Committee:  
TPMPD Commissioner Clerk: Jeri Frangello-Anderson  
TPMPD Commissioner: Vanessa Zaputil,

DATE: January 7, 2016

SUBJECT: **TPMPD Organizational Ad-Hoc Committee Report**

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### **ISSUE**

The TPMPD wishes to create an organizational chart of the District, create a job posting, and post the position.

### **FINANCIAL IMPACT**

Creates a new, part time, position that has a salary range of up to \$45,000/year.

### **BACKGROUND**

At the December 17, 2015 TPMPD Board of Commissioners meeting, it was decided to create an Ad-Hoc Commissioner's committee to conduct research and provide a recommendation to the Board on a long term solution for the organizational needs of the District. TPMPD Commissioner Clerk Jeri Frangello-Anderson and TPMPD Commissioner Vanessa Zaputil were appointed to the Ad-Hoc committee.

### **DISCUSSION**

It was discussed by the Board of Commissioners that the current organizational chart of an Aquatics Manager and an Administrative Director did not adequately fulfill the needs of the District.

As a result of that discussion the Ad-Hoc Committee researched organizational charts and jobs/descriptions at small Metropolitan Park Districts and Parks and Recreation Districts in Washington State. The committee concluded that the most substantially similar, independently governed, Districts to the TPMPD are:

1. William Shore Memorial Pool District (Self - Operates one pool)
2. Des Moines MPD (Operates one pool - Contracted)
3. Fidalgo Pool Parks District (Self - Operates one pool and a fitness center)
4. North Whidbey Parks and Recreation District (Self - Operates one pool, ball-field and dog park)

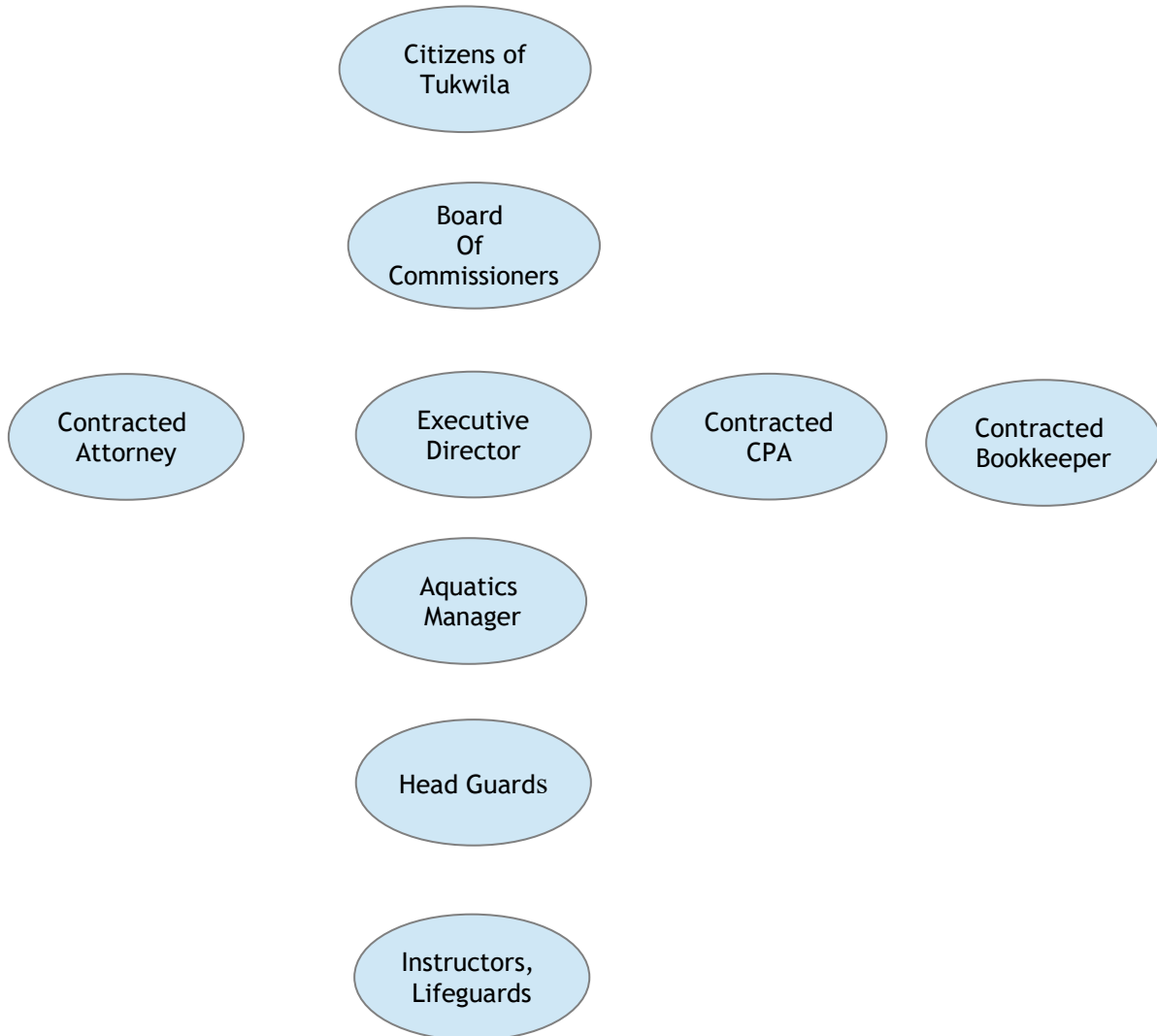
All four of the above Districts have an organizational chart that incorporates an Executive Director directly below the Board of Commissioners that oversees all of the activities of the District. The benefit of this kind of District organization is it provides for the Board to move into more of an oversight vs operational function. The consistency and stability of this form of organization could be particularly beneficial with the natural influx and outflow of elected Commissioners and provide for a more predictable operational model. Conversely, in this kind of organization the Board will be less directly involved in operational issues and less directly involved with the Aquatics Manager.

## INFORMATIONAL MEMO

*Page 2*

Balancing the Pros and Cons, the Ad-Hoc Committee feels it would be in the best long term interest of the District to implement a District Organizational chart that places the Executive Director directly below the Board of Commissioners and above the Aquatics Manager/Operations.

**Tukwila Pool MPD**  
**Proposed Organizational Chart**



## INFORMATIONAL MEMO

*Page 3*

The Ad-Hoc Committee proceeded to research the necessary job functions for an Executive Director for the District. Using the 2014 TPMPD Executive Director job description as a starting point, the committee revised it to reflect the new configuration of the District with self run operations and an independently elected Board. Revisions were also included that were found to be best practices from other Districts' Executive Director job descriptions as well as observations noted from previous public comments and Board Members' comments. Included in this research was determining the hours and pay rate necessary to perform these duties. This was largely calculated from a work plan developed by a previous Executive Director and additional duties identified by Committee members, keeping in line with the 2016 budget amount of \$45,000/year.

The high level overview of the resulting job description is as follows:

Tukwila Pool MPD Executive Director: Part Time - Exempt. (Minimum of 28 hours/week)

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

The Ad-Hoc Committee created a proposed job description and complimentary job posting document as well as a spreadsheet detailing estimated hours for the resulting job. (Attached). The Committee discussed whether it would be better to post the job at fewer hours and a higher hourly rate, or for more hours with a lower hourly rate. Research of currently filled job rates for the similar Districts hours ranged from \$45,000 for ½ time to \$65,000 for full time. The most recently hired Executive Director was brought in at \$57,500/year full time at North Whidbey Parks and Rec. District. The opinion of the committee is to post the job at 28 hours/week. This would allow the Executive Director time, for items that occur on a less regular basis such as Capital Improvement Projects, pursuing grants, and volunteer development without impacting needed for regular duties. The hourly job requirement can, and should be, periodically reviewed.

The next steps for the Ad-Hoc Committee was to identify job posting resources and a time line for accomplishing that task. The Committee feels that posting as soon as possible would align with potential candidates seeking jobs at the beginning of the year. The committee proposes that a posting date of no later than Jan.15, 2016, would be a reasonable goal if the Board makes a decision at the Jan.11, 2016 TPMPD Meeting, or shortly after. The Committee further proposes that it be open for four weeks until Feb.12, 2016, or until filled. The resources for posting are proposed as follows:

1. TPMPD Website
2. TPMPD Facebook
3. Seattle Times
4. Washington Recreation & Parks Association
5. Tukwila Reporter
6. Zip-Recruiter
7. Recreationanparksjobs.com
8. Craigslist
9. Other local social media: Nextdoor, Tukwila Blog, Burien Blog, etc.

## INFORMATIONAL MEMO

*Page 4*

The Ad-Hoc Committee also suggests that the Board have a discussion on forming additional Ad-Hoc Committees for interviewing, reference checking and facility tours for candidates. The benefit of this approach is there would be a high level of engagement in the hiring process by all Commissioners without running into quorum issues

### **RECOMMENDATIONS**

1. Adopt a TPMPD Organizational chart that places an Executive Director between the Board and the Operations.
2. Create an Executive Director Job with accompanying job description.
3. Post a TPMPD Part Time Executive Director job, no later than Jan. 15, 2016, with a salary range of up to \$45,000 (minimum of 28 hours)
4. Form additional Ad-Hoc committees to complete the hiring process.

### **ATTACHMENTS**

1. Proposed Executive Director Job Posting
2. Proposed Executive Director Job Description
3. Proposed hourly Executive Director job duty summary worksheet

	Monthly	Annual
<b>TPMPD Executive Director Estimated Hourly Duties</b>		
<b>Budget / Finance</b>		
Review Vouchers/KC Treasury	4	48
Monthly Financial Report	1	12
Q. Financial Report		8
Annual Report		4
WCIA Audit		3
Training		20
Risk Assessment Review		2
Prelim. Budget		20
Proposed Budget		20
Budget and Tax Roll Resolutions		5
Total Budget/Finance		142
<b>Public Safety</b>		
Address safety concerns	4	48
Policies	2	24
Benchmarks/Metrics	2	24
Suggestion Box/Patron satisfaction	2	24
A.M. Coordination	4	48
Total Public Safety		168
<b>Community Development</b>		
Meetings, postings, etc.	2	24
Records requests	1	12
Community Group Liaison	1	12
Volunteer development	1	12
TPAC Support	1.5	18
TPAC Meetings	1.5	18
Representative/Public Relations	0.5	6
Total Community Development		96
<b>Marketing</b>		
Website Updates	4	48
Committee Meetings	1.5	18
Operations Support	5	60
Total Marketing		126
<b>Board/MPD Support</b>		
Agendas	15	180
Documents/Records Retention	2	24

Legal Doc. Creation, Resolutions, etc.	4	48
Ad Hoc Meetings	8	96
Board Questions, emails, etc.	5	60
Total Board/MPD Support		408

### Planning

Board Retreat		30
Strategic Plan		10
Facility CIP Plan		10
Total Planning		50

### Project Management

RFQ/RFP development		25
Project Oversight		25
Contracted Vendor Review	2	24
Grant Research/Application		30
Total Project Management		104

**Total Hours** 1094

1094 Annual Hours= 21.04 hours/week

Budget \$45,000/year

Option A: Part Time 0.7 = 28 hours/week  
Equates to \$64,285/year or \$30.90/hour

Option B: Part Time 0.6 = 24 hours/week  
Equates to \$75,000/year or \$36.05/hour

\*AM current Full Time salary range \$45,000-\$55,000/year  
\$21.63 - \$26.44 / hour

## **Tukwila Pool Metropolitan Park District**

### **JOB DESCRIPTION**

**Job Title: Executive Director**

**Reports to: Tukwila Pool Metropolitan Park District Board of Commissioners**

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

#### **Summary:**

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

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

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

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

#### **Position Summary:**

Oversee effective Tukwila Pool MPD District functions.

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

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

#### Administrative:

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

## **Tukwila Pool Metropolitan Park District**

### **JOB DESCRIPTION**

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

#### **Budget & Finance:**

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

## **Tukwila Pool Metropolitan Park District**

### **JOB DESCRIPTION**

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

#### Management Oversight:

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

#### Public Relations:

- Ensure the patron's concerns and inquiries are handled appropriately
- Develop and maintain effective relationships with the internal and external customer through oral and written communications. Respond to internal and external phone calls, e-mails, comments and suggestions in a timely manner.
- Facilitate and work closely with the Board's citizen committee (the Tukwila Pool Advisory Committee - TPAC) to garner ideas and concerns
- Act as representative, liaison, and spokesperson for the District regarding governmental entities (ie City of Tukwila, Tukwila School District, etc), associations, community and the press as needed or requested from the Board
- Develop robust, sustainable volunteer program

#### Communications:

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

## Tukwila Pool Metropolitan Park District

### JOB DESCRIPTION

#### Qualifications:

##### Knowledge and Education

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

##### Skills

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

##### Attributes

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

## **Tukwila Pool Metropolitan Park District**

### **JOB DESCRIPTION**

#### Performance Review

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

#### Working Conditions

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

## TUKWILA POOL METROPOLITAN PARK DISTRICT

### \*\*POSITION OPENING\*\*

### EXECUTIVE DIRECTOR

### PART TIME

The Tukwila Pool Metropolitan Park District Board of Commissioners desires to hire an Executive Director to provide District support and oversight capabilities to the organization's operation. It is a small District which owns and operates one swimming pool. The key responsibilities of this part time position (minimum 28 hours/week) will be to:

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

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

Bachelors Degree in Parks and Recreation, Business Management, Leisure Studies or Administration preferred.

3-5 years leading an organization preferred.

Candidate must be able to pass a WSP and FBI background check.

Salary Range up to \$45,000

#### How to Apply

Submit a resume and cover letter detailing your interest and qualifications by email, mail, or in person to:

TPMPD Board of Commissioners  
4414 South 144<sup>th</sup> St.  
Tukwila, WA 98168  
poolinfo@tukwilapool.org

Submissions for this position will be accepted through 4:00 p.m., Friday, Feb.12, 2016.

## INFORMATIONAL MEMORANDUM

### Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board**  
FROM: **Kim McCoy, Administrative Director**  
DATE: **January 11, 2016**  
SUBJECT: **RFP Pool Deck & Lobby Flooring**

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#### ISSUE

For purposes of safety, the pool deck and lobby areas need to be resurfaced. A Request for Quotes has been published, and a number of contractors are in process of preparing quotes, due January 18, 2016.

#### FINANCIAL IMPACT

Expenditures up to \$50,000 have been budgeted for the project.

#### BACKGROUND

The original flooring, cement with pebble aggregate, was used since 1973. As of January 2013 it was covered over with a layered epoxy silica aggregate. Rather than a fully level trowel finish, most of the floor conforms in part to the pebbled aggregate beneath, leaving small indentations throughout the surface. When water dampens the floor, and especially when enough water is present to fill in the indentations, then the coefficient of friction is diminished, and the surface becomes slippery. For the safety of pool users, a flooring surface which allows feet to retain grip even when damp or wet is required.

#### DISCUSSION

Attorney Brian Snure provided the bulk of the text for the RFP to accord with rules and guidelines consistent with MRSC Rosters. This then was tailored by the Administrative Director (AD) to accord with the specific requirements of the Tukwila Pool, with input by consultant Robert (Bob) Lucas of FLOORinSPEC, and written broadly enough to allow for a range of possible solutions. Commissioners also have provided input and refinement to the RFQ prior to its publication January 4, 2016. To date about ten firms have indicated an interest in offering a quote, and seven or more have conducted site visits.

In the past few days, the AD has become aware of another resource and avenue for meeting our goals. Washington State has a flooring contract with Great Floors. Under this contract, a number of slip-resistant flooring options, at favorable, fixed pricing, is available, in general with a set price per square foot, or in some cases, per square yard, installed. Going this direction could save the pool money even over that saved through the competitive bidding process. Information on the state program is available at:

<http://www.des.wa.gov/services/ContractingPurchasing/Purchasing/Pages/MasterContractsUsageAgreement.aspx>

<http://www.des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/default.aspx>

The AD recommends we continue the RFQ, and examine the alternatives presented. It may behoove the District also to look into the State Flooring Contract.

So far various options are being discussed. Some would use poured epoxy, somewhat after the style of the present flooring, but with a finish closer to that found in the changing rooms. Some would use sheets of material over the floor, whether made of aluminum carbonate, recycled rubber products, or other durable, resilient, slip-resistant materials.

The Aquatics Manager (AM) will take over from the AD the management of this project. Both are working together at this stage to field queries from contractors.

### **RECOMMENDATION**

Once the quotes are in, the Commissioners will want to review the quotes, and hold a special meeting to determine which, if any, of the Contractors' quotes they shall accept, and authorize a contract. Since bids are due 5 pm Monday, January 18<sup>th</sup>, staff recommends a special meeting be held later that week that a determination might be made.

Commissioners also may, after evaluating the submitted quotes, choose to consider alternatives available under state contract, which the District is eligible to use.

**Kim McCoy**

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**From:** Chip McKenna <chipm@wciapool.org>  
**Sent:** Monday, December 28, 2015 3:16 PM  
**To:** Kim McCoy (kmccoy@tukwilapool.org)  
**Cc:** Tiffany Woods  
**Subject:** FW: Crime and Fidelity Coverage  
**Attachments:** AIG Crime & Fidelity Application.doc; Crime & Fidelity Supplemental Questionnaire - High Cash Exposures.doc; Crime & Fidelity Supplemental Questionnaire - Precious Metals.doc

Kim:

It is my understanding there are two commissioners who have signing authority and King County requires that both commissioners be covered by a \$50k bond. WCIA provides members with a blanket bond when members purchase Crime & Fidelity coverage or can assist members purchase an individual bond. The cost of the Crime & Fidelity coverage is approximately \$40-\$60 per year. The cost for the bonds will be approx. \$100-\$200 per year. The actual cost for either the crime & fidelity coverage or individual bonds will be determined when the underwriter reviews the completed application.

I would recommend purchasing the Crime & Fidelity coverage as it provides additional coverage than the bond would, such as, employee theft, burglary, computer fraud, and confidential information. Please complete the attached Crime & Fidelity Application and Supplemental Questionnaires. Return the completed application to Tiffany Woods at TiffanyW@wciapool.org.

Let me know if there are any questions.

**Chip McKenna, MPA, CPCU, CSP, ARM-P**  
 Senior Risk Management Representative

Washington Cities Insurance Authority  
 P.O. Box 88030  
 Tukwila, WA 98138  
 Direct: (206) 687-7908  
 Phone: (206) 575-6046



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\_\_\_\_\_  
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	\$	\$	\$2,500,000	\$10,000
Credit/Debit or Charge Card Forgery	\$	\$	\$2,500,000	\$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:

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**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		
<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>		

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

	U.S.A. & CANADA	FOREIGN	GRAND TOTAL
<b>TOTAL</b>			

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:

(A) CAMERA SYSTEM? \_\_\_\_YES \_\_\_\_NO  
TAKE PICTURES FOR PERMANENT RECORD  
OR JUST MONITOR? \_\_\_\_\_

(B) ARMED GUARD OR GUARDS? \_\_\_\_YES \_\_\_\_NO

AGAINST BURGLARY:

(A) POLICE PATROL AND INSPECTION  
OF PREMISES? \_\_\_\_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:

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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 DIRECTORS? 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)
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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?

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

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3. How are these precious metals used?

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### 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?

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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? \_\_\_\_\_

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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?

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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: \_\_\_\_\_

**From:** [Robin Aronson](#)  
**Cc:** [Chip McKenna](#); [Lisa Knapton](#); [Tanya Crites](#); [Debbi Sellers](#); [Lisa Knapton](#); [Robin Aronson](#)  
**Subject:** 2016 COMPACT  
**Date:** Thursday, January 07, 2016 9:26:53 AM  
**Attachments:** [2016 WCIA AUDIT and ANNUAL REVIEW CALENDAR.pdf](#)

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Dear Delegates and Alternates,

The January 2016 edition of the WCIA Authority Newsletter provides information on the 2016 COMPACT “Audit” requirements. In prior years, members participated in an audit on an assigned topic. For the 2016 Audit, each member, along with its assigned Risk Management Representative, will choose from one of the following:

1. Traditional Audit,
2. Targeted Risk Management Review, or
3. Loss and Exposure Reduction Plan.

**Traditional Audit** will require the member to complete an audit questionnaire through the WCIA website, on one of the following topics: Parks & Recreation, Volunteers, or Fleet.

**Targeted Risk Management Review** will consist of a thorough review and analysis of an agreed upon area of exposure, such as a member’s special events forms and processes, facility use agreements, insurance and indemnification requirements for contract templates or a walk-through and inspection of one or more member-owned premises such as parks, community/senior centers, swimming pools, marinas, etc.

**Loss and Exposure Reduction Plan** involves an in depth review of the member’s loss history to identify the greatest area of risk and then development of an action plan using best practices to assist the member in reducing its losses.

Each of the options above will require a meeting with the member’s assigned Risk Management Representative, delegate and appropriate member staff. This meeting will also include the annual review.

Attached is the calendar indicating each member’s assigned meeting month and the assigned Risk Management Representative.

Please start to consider which of the above options will be most beneficial to your organization. Each member’s assigned Risk Management Representative will be in contact to finalize the selection process and schedule the date and time for the 2016 meeting.

**For any questions, please contact your assigned Risk Management Representative.**

Sincerely,

Robin Aronson

**Robin E. Aronson, JD, CPCU, ARM, AIC**  
 Risk Services Manager

Washington Cities Insurance Authority  
P.O. Box 88030, Tukwila, WA 98138  
Direct Line: 206-687-7900/ Office: 206-575-6046 Ext. 234  
Fax 206-575-7426



# 2016 WCIA AUDIT & ANNUAL REVIEW CALENDAR

TPMPD BOC Packet 2016-01-11 Page 60 | 61

MARCH	APRIL	MAY	JUNE
Benton City – LK Edmonds/TBD – CM EPSCA – CM KRCC-LK LOTT – TC Metropolitan Park Dist. of Tacoma – LK NWIM-LK SCORE – DS SNOCOM – TC Snohomish Radio – TC SNOPAC – TC Snoqualmie– DS South Sound 911 - DS TRPC – DS University Place – TC William Shore Memorial Pool District – TC Yarrow Point – CM	Anacortes – DS Battle Ground – TC Benton Co. 911 - LK Cashmere – LK Chehalis – CM eCity Gov Alliance – CM Kenmore/TBD – LK MACECOM – TC Mount Vernon – DS Newcastle – DS Ridgefield – TC Seattle SS Tourism-LK Shelton – TC Shelton MPD – TC Shoreline – LK Silver Lake Water & Sewer District – CM Steilacoom – DS <b>Tukwila – CM</b> Tukwila Pool MPD – CM WA Multi-City Tax - DS	Arlington/TBD – CM Auburn – LK Brewster - DS Chewelah – LK Clyde Hill – CM Duvall - DS George – CM La Conner – CM Maple Valley– DS Marysville - TC Marysville Fire – LK Medina – DS Mercer Island - TC Mountlake Terrace/TBD – CM Olympia - TC Olympia TBD – TC Pasco – CM PENCOM – TC Port Angeles – TC Thurston PUD – DS Walla Walla/TBD – LK Walla Walla Valley MPO - LK	Bainbridge Island – TC Cowlitz-Wahkiakum COG – LK CRESA – CM Des Moines Pool – TC Des Moines – TC Ellensburg – TC Enumclaw/TBD – DS Kelso – DS Lakewood/TBD – DS Longview/ – LK Millwood – LK Poulsbo – TC Snohomish – CM Soap Lake – TC Spokane Valley – LK Sumner – CM Three Rivers Regional - DS Tumwater/TBD – CM Valley Com – LK Water Operating Brd-LK West Richland – DS
JULY	AUGUST	SEPTEMBER	OCTOBER
Aberdeen – DS Centralia – LK Everson - CM Ferndale – CM Grays Harbor 911 – DS Hoquiam – TC Kennewick – CM Kirkland – DS Mabton – CM Monroe – CM Monroe Fire – CM Normandy Park – TC Normandy Park MPD – TC Oak Harbor – TC Pullman – DS Pullman MPD – DS Pullman-Moscow Air – DS Sammamish – LK Union Gap – TC Westport – TC Woodway – LK Yakima Valley COG – CM	ARCH – CM Brier – LK Camas – LK Cle Elum – CM Coupeville – DS Covington – LK Edgewood/TBD – CM Fife – TC Mukilteo – DS Northshore Utility - DS Puyallup – TC Richland – TC Stanwood – CM Sunnyside – TC Washougal – LK Woodinville – DS Zillah – TC	Burien – CM Chelan - DS Cheney – LK Goldendale – DS Grandview– DS Jefferson Co. 911 – TC Lacey – CM Lake Forest Park – CM Long Beach – LK Medical Lake – LK Mill Creek – LK Ocean Shores – TC Othello – TC Port Townsend – LK Thurston 911 - DS Valley Reg Fire Auth – CM Warden – TC	Bonney Lake – DS Bothell- LK Burlington – TC Clarkston– DS Elma – LK Issaquah – DS Lake Stevens – TC Leavenworth/TBD – LK MACC 911 – CM McCleary – CM Milton - DS Moses Lake – LK North Bonneville – TC Skagit COG - TC Skagit 911 – LK Toppenish – LK WHITCOM 911 – DS

CM = Chip McKenna    DS = Debbi Sellers    LK = Lisa Knapton    TC = Tanya Crites

## INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board**  
 FROM: **Kim McCoy, Administrative Director**  
 DATE: **December 28, 2015** (repeated January 11, 2016)  
 SUBJECT: **Establishing Separate Budget Funds – Operations / CIP / Operational Reserve**

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### ISSUE

At present all TPMPD funds are lumped together into one account with King County. Would it not be prudent to establish separate funds for Operations, for CIP (Capital Improvement Projects), and for Prudential oversight Care and oversight must be given to movement and access to District funds which are kept and managed by King County. Who shall carry this responsibility for the TPMPD?

### FINANCIAL IMPACT

Hundreds of thousands of dollars are deposited into and drawn out from our King County financial accounts over the course of the year. Responsible, trackable access and management by the TPMPD is paramount. Interest is earned on money kept there.

### BACKGROUND

This year, 2015, there have been occasions where transfers from the District's funds were made by the County without clear communication with the District. Some checks need to be instituted to ensure transparency and integrity. Also, who within the district can have access to the funds is an essential matter.

### DISCUSSION

How do we set up and maintain proper controls and reporting procedures to maintain access to our funds maintained by King County?

### RECOMMENDATION

Through interaction with CPA Alan Dance, as well as communication with Bookkeeper Dawn Jackson, counsel from Attorney Brian Snure, and conversations with personnel within King County who manage the District's funds, and with our bank, determine the best guidelines, protocols and policies to meet the goals of security, integrity, accurate data capture, transparency (with a mind also to providing confidentiality where laws such as HIPAA require such), and efficiency. Be prepared at the January 11<sup>th</sup> regular meeting to take steps to adapt and implement such.