

## TUKWILA POOL METROPOLITAN PARK DISTRICT

August 27, 2014 – 5:30 p.m.  
Council Chambers – Tukwila City Hall

### BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

#### CALL TO ORDER/PLEDGE OF ALLEGIANCE

Clerk of the Board Kruller called the Regular Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 5:36 p.m. and led the audience in the Pledge of Allegiance.

#### ROLL CALL

Jennafer Price Cargill, Executive Director, called the roll of the Board of Commissioners. Present were Commissioners Joe Duffie, Allan Ekberg, Verna Seal, Kathy Hougardy, and Kate Kruller.

**MOVED BY DUFFIE, SECONDED BY SEAL TO EXCUSE COMMISSIONER ROBERTSON AND BOARD PRESIDENT QUINN. MOTION CARRIED 5-0.**

#### TUKWILA POOL METROPOLITAN PARK DISTRICT OFFICIALS

Brian Snure, Park District Attorney; Jennafer Price Cargill, Executive Director.

#### CITIZEN COMMENTS

**Vanessa Zaputil, 15171 52<sup>nd</sup> Avenue South**, said she wanted to discuss a situation she is concerned about with the Board. She explained that during a recent public swim over the summer, she noticed that there was only one lifeguard on deck with many activities going on simultaneously. She felt this was under-staffing the pool and wished to have that addressed.

**Val Thomas-Matson, 5817 S 144<sup>th</sup> Street**, stated that she has many questions concerning why pool operations changed, the tax status now and what cost-cutting measures have been implemented. She also has questions about the Aquatic Manager position.

Commissioner Seal offered to take Ms. Thomas-Matson's questions, research them and prepare responses to those questions.

Clerk of the Board Kruller stated the Board may be able to answer some questions now such as the question about what precipitated the change in the pool operation being moved from the City to the TPMPD.

Commissioner Hougardy stated that typically public comments are taken and discussed by the Board at a later time.

Commissioner Duffie thanked the citizen for her comments and questions, but also felt these questions needed to be taken under advisement before being answered.

In response to Ms. Thomas-Matson's question about the privatizing of the pool, Commissioner Ekberg stated that the pool will always be a public pool and is in the public trust for the citizens of Tukwila.

Clerk of the Board Kruller responded to the question regarding the change in operators. She stated that the City no longer wished to be the operator of the pool, therefore the change was initiated. In answer to the question as to why the Board is made up of only Councilmembers, she explained that was the way it was voted on in the beginning; however, it can change and new governance is under consideration.

Commissioner Ekberg addressed the concern about the Aquatic Manager position description. He stated that one of the screening questions that will be asked is about the applicant's familiarity with diversity.

Clerk of the Board Kruller stated the opening was posted as quickly as possible to get the applications submitted. The Board only meets once a month, so it was decided to publish the position sooner rather than later. There is a Hiring Committee for this position and they will be filtering the applications to find the right person for the job.

In response to the question from Ms. Thomas-Matson regarding goals set for the Aquatic Manager to achieve, Commissioner Ekberg said there is a commitment to ensure goals are measurable.

**Robert Neuffer, 13813 37<sup>th</sup> Avenue South**, stated that the pool belongs to the citizens of Tukwila; they saved the pool and support it and visitors and guests are always welcome. He would like to see the lifeguards have some sort of identifiers on them to let everyone know who they are.

### **CONSENT AGENDA**

- a. Approval of Minutes: 7/19/14 (Special)
- b. Approval of Minutes: 7/23/14 (Regular)
- c. Approval of Vouchers:

August 4: #366915, 366976, 366989, 366991 and 140600 in the amount of \$9,895.75.

August 18: #367024, 367072, 367086, 367104 and 367114 in the amount of \$5,620.42.

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

### **REPORTS**

#### **a. Commissioners.**

Commissioner Hougardy reported that she attended the recent Executive Director Committee (EDC) meeting.

Clerk of the Board Kruller reported that she attended the Tukwila Pool Advisory Committee (TPAC) and EDC meetings.

#### **b. Executive Director.**

Ms. Cargill reported that the section in her report under "Discussion" is longer than normal due to the operations transition. The projects listed on the report have been time consuming and there may be even more hours when the two additional committees are formed.

Commissioner Seal asked Ms. Cargill if she had seen the Support Services Transition document.

Ms. Cargill has seen this document and requests that she be added to the distribution of documents like this so that she may be included in the discussions.

#### **c. Executive Director Committee (EDC) Report.**

- EDC agenda and summary minutes:

Ms. Cargill reported the minutes from the July meeting are on page 13 of the Board packet and the August minutes have not been approved yet.

Commissioner Hougardy reported that there was a discussion about having a professional oversight person to make certain everything is being handled correctly since this transition is new to the Board.

#### **d. Operator**

Mr. Rick Still, Director of Parks and Recreation, was in attendance to answer questions about the report.

Commissioner Ekberg commented that the program revenues for July were down about \$10,000 from the last two years. He acknowledged that the Rainier Beach Pool has re-opened and he asked if some of the customers were from that area.

Mr. Still said that some of the addresses of customers were from that area and there was an influx of people that came to Tukwila when that pool closed so some of those people are now gone. Also, the revenue is down because the card reader was out of service so passes could not be read.

Commissioner Ekberg also noted that June revenues were down and the Budget Committee may want to review the data concerning those revenues.

Clerk of the Board Kruller thanked Mr. Still for the suggestion box changes and asked about the unexpected staff departures that were noted in the written report.

Mr. Still stated the unexpected departures were due to people finding other positions out of the state.

Commissioner Ekberg had a question on the budget revenue goal and Mr. Still stated that he has not calculated that out at this time.

**Vanessa Zaputil, 15171 52<sup>nd</sup> Ave S**, was concerned about the pass-through grant from Seattle Children's Hospital. She wanted to know if the full amount of \$48,000 for the grant cycle for 2013-2014 will be submitted to Seattle Children's for a pass-through reimbursement to the TPMPD.

Ms. Cargill stated that she had a discussion with Vicky Carlsen, Deputy Finance Director, City of Tukwila, concerning this subject and answer is that there is no guarantee the full disbursement will take place due to the way the grant is designed. It is designed to reimburse only the hours submitted on a specific project and the City is behind on submitting hours.

**e. Financial and Support Services.**

- Financial report
- Support services detail

**Vanessa Zaputil, 15171 52<sup>nd</sup> Avenue South**, stated that there was an error on the invoice listed on page 22 of the packet that resulted in an overcharge to the TPMPD.

Ms. Cargill stated that City staff working on the transition would not bill the TPMPD for those hours. However, a staff member charged hours in error and that expense will be deducted next month.

Clerk of the Board Kruller asked Ms. Cargill to review this error and review past months as well for possible errors.

**f. Tukwila Pool Advisory Committee Report.**

Ms. Zaputil, Vice Chair of TPAC, reported that TPAC put together the community picnic during the Touch-a-Truck event. TPAC thanks to all those involved in this effort and to Ms. Cargill for facilitating the event preparations, plus the many other contributors and volunteers. TPAC was able to present a check for \$273 to the TPMPD scholarship fund from the proceeds of this event.

The Board thanked all the TPAC members and volunteers for their wonderful efforts.

**BUSINESS ITEMS**

**a. Ad Hoc Committee process update.**

Ms. Cargill stated that there are four Ad Hoc Committees. Commissioners have been appointed for Hiring, Budget and Logistics. The Legal Committee will be made up of Commissioners, the attorney and Ms. Cargill. The Hiring Committee has had their first meeting and nineteen candidates have sent in applications. There may be a need for a special meeting to finish the hiring process.

Commissioner Seal requested that there be specific questions asked of each candidate and that the Board will have a chance to review the questions before the top candidates are screened.

Ms. Cargill stated that the hiring of the Aquatics Manager will happen before the next Board meeting.

Mr. Snure said that Ms. Cargill could take questions from the Board and compile them to come up with questions for the candidates. These questions could be emailed for review by the Board Members.

Clerk of the Board Kruller stated that she trusts the Hiring Committee to ask the proper questions and pick the best candidates for review.

Ms. Cargill feels that a candidate's ability to work with a diverse group of people is always a requirement for any position, but she will be sure to ask that question of all candidates for the position.

Commissioner Seal withdrew her request.

**Robert Neuffer, 13813 37<sup>th</sup> Ave S**, feels the Hiring Committee needs to be more transparent and members of that committee declare who they are employed by. The pool should not be a political item to make sure that everyone has a fair chance for employment.

Ms. Cargill stated that the meeting of the Hiring Committee was not published. However, there has been a public request for disclosure on the Hiring Committee appointment process and that request has been fulfilled.

**b. TPMPD Treasurer revision information.**

Ms. Cargill stated that a new Treasurer needs to be chosen. There are several options open to the TPMPD such as King County, which offers services that cover accounts payable, cash management, general ledger and reporting services free of charge to special purpose districts like the TPMPD. Another alternative would be to expand the role of the accountant that will be hired to include those tasks or hire a part-time person who could take care of many of those tasks. However, that would mean additional expense to the TPMPD.

Commissioner Seal is inclined to look at the King County option as they have been doing this service for years.

Commissioner Hougardy felt that the King County option is the logical choice.

Commissioner Ekberg would like a list of other items that would need to be accounted for like payroll reporting and things of that nature.

Commissioner Seal agreed with Commissioner Ekberg that a list would be an excellent idea so the Board knows exactly what needs to be covered.

Ms. Cargill agreed that a list would be helpful and will be included when this is brought forward with more detail in the future. She is trying to connect with King County to get all the details. She also commented that keeping costs controlled was part of the larger goal during the transition. An example of this is the plan for the new Aquatics Manager to begin part-time until the January transition date.

Clerk of the Board Kruller asked for a timeline for hiring the Certified Public Accountant (CPA).

Ms. Cargill stated that the timeline specifies that the accountant will be hired by the October Board meeting, and begin employment by December 1, 2014.

Commissioner Seal feels the new Aquatics Manager will be a major player in how the pool programs are run and should be advising the Board before the actual transition takes place.

Ms. Cargill responded that the labor intensive day-to-day work of being the Aquatics Manager would not start until after the transition is complete. Prior to that, they can help with the pool program planning and suggestions.

Commissioner Hougardy felt that the part-time portion of this position might be part of the negotiation of the contract because candidates from out of town may not be able to come out for a part-time job for two months before the position becomes full-time.

Ms. Cargill stated that the part-time portion was in the job description from the beginning so as not to surprise any of the candidates applying for the position.

Clerk of the Board Kruller said the Hiring Committee and the Executive Director will move forward with the hiring process.

**c. Next meeting is September 24, 2014.**

Ms. Cargill requested that the Commissioners reserve September 23<sup>rd</sup> for the final interviews for the Aquatics Manager.

Commissioner Ekberg said that date was chosen because of the tight schedule for September and wanting to bring the final candidates to the Board's attention to authorize the hiring of the Aquatics Manager:

Commissioner Seal feels it would be fine to see the candidates later in the night on the same night as the Community Affairs and Parks (CAP) Committee meeting.

Clerk of the Board Kruller commented that the Executive Director should work with Commissioner Duffie, as Chair of the CAP Committee, relating to scheduling the final interviews.

**d. Miscellaneous.**

Clerk of the Board Kruller announced the TPMPD Board will adjourn to go into an Executive Session to discuss:

The performance of a public employee pursuant to RCW 42.31.110(1)(g);

It will last no more than 15 minutes (ending by 7:30 p.m.), and no decisions will be made during the Executive Session. After the Executive Session, the Board may choose to take action. The public will be re-admitted to the Council Chambers at that time.

**EXECUTIVE SESSION**

Start: 7:15 p.m.

Attendees: Brian Snure, TPMPD Attorney; TPMPD Commissioners Joe Duffie, Allan Ekberg, Verna Seal, Kathy Hougardy and Kate Kruller.

The session was then extended an additional 15 minutes.

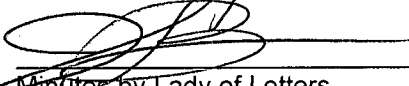
End: 7:45 p.m.

Clerk of the Board Kruller reconvened the Regular Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 7:45 p.m.

**ADJOURNMENT**

**7:45 p.m. MOVED BY DUFFIE, SECONDED BY EKBERG THAT THE TUKWILA POOL METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 5-0.**

  
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Kate Kruller, Clerk of the Board, Board of Commissioners

  
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Minutes by Lady of Letters  
Reviewed/edited by Jennafer Price Cargill, Executive Director