

TUKWILA POOL METROPOLITAN PARK DISTRICT

October 22, 2014 – 5:30 p.m.
Council Chambers – Tukwila City Hall

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Quinn called the Regular Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 5:46 p.m. and led the audience in the Pledge of Allegiance.

ROLL CALL

Melissa Hart, Deputy City Clerk, called the roll of the Board of Commissioners. Present were Commissioners Allan Ekberg, Verna Seal, Kathy Hougardy, De'Sean Quinn, and Kate Kruller.

MOVED BY SEAL, SECONDED BY HOUGARDY, TO EXCUSE COMMISSIONER DUFFIE. MOTION CARRIED 5-0.

CITY OF TUKWILA OFFICIALS

Rick Still, Parks and Recreation Director; Melissa Hart, Deputy City Clerk.

MOVED BY QUINN, SECONDED BY KRULLER TO AMEND THE AGENDA TO ADD THE INTRODUCTION OF DAVE PERKINS, TPMPD AQUATICS MANAGER. MOTION CARRIED 5-0.

Board President Quinn introduced Dave Perkins to the Board as the new Aquatics Manager.

Dave Perkins stated he is very excited to take on this challenge. He toured the pool yesterday and was very pleased with the condition.

The Board welcomed Mr. Perkins to the Tukwila Pool Metropolitan Park District.

CITIZEN COMMENTS

Vanessa Zaputil, 15171 52nd Avenue South, welcomed Mr. Perkins and thanked Ms. Cargill for all the work that she performed in her tenure as Executive Director and hopes the TPMPD will help out with the work that she was performing during the transition.

Board President Quinn wanted to state on record that the Board of Commissioners makes no decisions in Executive Session.

Christine Neuffer, 13813 37th Avenue South, fears the lack of transparency and timing of the decision to let Ms. Cargill go will hobble the ongoing transition of the pool.

Jacque Carroll, 16241 49th Avenue South, stated that she is looking for some confidence from the Board that the transition is going to take place and would like to know who is in charge of this transition.

Kim McCoy, 14202 56th Avenue South, also wished to welcome Mr. Perkins as the new Aquatics Manager. He urged the Board to look into appointing someone who is not on the City Council to fill Commissioner Robertson's position on the Board.

Alma Villegas, 10627 53rd Avenue South, is confident that with the team now in place that things will move forward. She would like to know what the next moves will be concerning the transition of the pool.

Board President Quinn stated that the Board is committed to having an Executive Director and will be working on filling the position as soon as possible.

EXECUTIVE SESSION

Board President Quinn announced the TPMPD Board will adjourn to go into an Executive Session to discuss:

To review the performance of a public employee pursuant to RCW 42.30.110(1) (g)

It will last no more than 30 minutes, 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.

Start: 6:05 p.m.

Attendees: TPMPD Commissioners Allan Ekberg, Verna Seal, Kathy Hougardy, De'Sean Quinn, and Kate Kruller.

Board President Quinn reconvened the Regular Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 6:35 p.m.

CONSENT AGENDA

a. Approval of Minutes: 9/23/14 (Special); 9/24/14 (Regular); 10/9/14 (Special)

MOVED BY KRULLER, SECONDED BY SEAL TO APPROVE THE TPMPD MEETING MINUTES. MOTION CARRIED 5-0.

b. Approval of Vouchers:

October 3: #367365, 367407, 367426, 367450 and 140800 in the amount of \$11,202.99.

October 20: #367455, 367524, 367567, 367583 and 367603 in the amount of \$7,121.38.

MOVED BY HOUGARDY, SECONDED BY KRULLER TO APPROVE THE VOUCHERS AS SUBMITTED. MOTION CARRIED 5-0.

REPORTS

a. Commissioners.

MOVED BY QUINN, SECONDED BY SEAL TO APPROVE THE AMENDMENT TO THE EMPLOYMENT AGREEMENT INCREASING THE COMPENSATION OF THE EXECUTIVE DIRECTOR TO \$5,000 PER MONTH EFFECTIVE JANUARY 1, 2014 IN RECOGNITION OF THE INCREASED HOURS AND JOB DUTIES RELATING TO THE TRANSITION TO A SELF-OPERATED POOL FOR MS. JENNAFER CARGILL. MOTION CARRIED 5-0.

MOVED BY SEAL, SECONDED BY EKBERG TO ACCEPT THE RESIGNATION OF JENNAFER PRICE CARGILL EFFECTIVE NOVEMBER 21, 2014.*

Commissioner Hougardy wanted to clarify that no decisions were made during the Executive Session. During the open public meeting of the Board on October 9, 2014, the Board gave the Board President the ability to appoint a committee to meet with Ms. Cargill regarding her contract.

***MOTION CARRIED 5-0.**

Commissioner Ekberg stated for the record, the MPD legal counsel has advised the Board Members to not publicly discuss the reason for Ms. Cargill's resignation. The Tukwila Pool Metropolitan Park District Board appreciates the service Ms. Cargill has provided to the district and will continue to focus on the best interests of the pool district and the transition towards a self-operated pool.

MOVED BY SEAL, SECONDED BY KRULLER TO AUTHORIZE THE BOARD PRESIDENT TO SIGN CONTRACTS RELATED TO INTERIM PERSONNEL AS NECESSARY UNDER THE ADVICE OF LEGAL COUNSEL.*

Commissioner Kruller stated that this motion is to help address the ability to hire interim staff in an expedited manner. There may be interim personnel needs that will come up between Board meetings, so the Board wanted the Board President to have the ability to sign contracts under the advisement of counsel to fill those needs.

***MOTION CARRIED 5-0.**

6:41 p.m. Commissioner Hougardy exited the Council Chambers.

b. Executive Director.

The Executive Director report listed on page 3 of the agenda packet is provided to the Board as a way to update the Board on the work of the Executive Director between September 19 through October 16, 2014.

c. Executive Director Committee (EDC) Report.

- EDC agenda and summary listed on pages 5 through 7 of the agenda packet.

d. Operator

Rick Still, Tukwila Parks and Recreation Director, reported that Mr. Perkins toured the pool and the building. He then referred the Board to page 10 in the packet that references the maintenance plan. He stated that most things in that plan will be completed during the closure except the pool filters. There has been speculation among the part-time staff of how the transition will impact them. They are hearing many different stories, so please address comments to them only when needed. A joint letter was sent out to all the vendors to contact the Executive Director, so this will need to be amended.

Commissioner Kruller is grateful for the City's ability to accommodate questions and provide answers. She echoes Mr. Still's opinion about having a respectful workplace during this transition.

Board President Quinn commented that the progress that was made was very important and a lot of work has been accomplished.

e. Financial and Support Services.

- Financial report
- Support services detail.

f. Tukwila Pool Advisory Committee (TPAC) Report.

Vanessa Zaputil, TPAC Vice Chair, reviewed the report included in the agenda packet. TPAC provided a presence at the pool's 41st birthday party with cake and FAQ hand-outs regarding the transition. On behalf of TPAC, she welcomed Mr. Perkins and invited him to meet with the Citizen's Advisory Committee. She thanked Board President Quinn and Commissioner Hougardy for attending the event.

BUSINESS ITEMS

a. Ad Hoc Committee updates:

b. Logistics Committee Report and Proposed Employee Handbook.

Commissioner Seal reported that the committee looked over several different pools' policies and decided to adopt the policies of the William Shore Pool. They had the most comprehensive policies and they were driven by WCIA. The committee took those policies and incorporated them into the Employee Handbook which is in the Board packet. The committee is asking for Board input and to send comments to

Commissioner Seal. The next thing the committee is working on is what policies need to be in place when the doors open in January 2015. Also, they are working on securing new meeting places, if necessary, and other logistics as needed.

Commissioner Kruller reported the IT Committee was able to work with Enterprise Services under Washington State to sign an agreement with them that allows the Board to enter into contracts under their Master Contracts. One of those contractors was Cascade Computer Maintenance, and she distributed the authorized services and price list along with the Master Contract Usage Agreement with the Washington State Department of Enterprise Services (DES). She updated the Board on the proposed services and that the consultant has asked the Board to decide on telephone and internet service provider(s).

Kim McCoy, a member of the IT Committee, reported that there has been no decision as to what line of business software to use for the pool. They are working on coming up with a short list of options, some of which are cloud-based solutions. If a cloud-based solution is selected, then internet connection must be reliable. Industry best practices say it is best to have two ISPs, with failover capability. Comcast has a hosted voice over IP system with good quality. The problem with Comcast can be bandwidth outages in the early evenings with more consumers online. Another option would be a T1 line that could handle phone and internet usage. The committee is continuing to research vendors and costs for services. Technologically, it is possible for the pool to continue using their existing fiber optic line. However, this would involve agreements with the City and King County, which could take some time to formulate. If the selection chosen is T1 (line), it can have a 45 to 60 day install window, so that decision would have to be made fairly quickly.

MOVED BY KRULLER, SECONDED BY SEAL TO AUTHORIZE BOARD PRESIDENT QUINN TO SIGN A CONTRACT RELATED TO THE IT CONSULTANT FOR MAINTENANCE AND SUPPORT UNDER THE MASTER CONTRACT UNDER DES AS NECESSARY BETWEEN MEETINGS WITH THE ADVICE OF THE TPMPD LEGAL COUNSEL AND SIMILARLY TO AUTHORIZE HIM TO SIGN INTERNET SERVICE PROVIDER AGREEMENTS AND TELECOM SERVICE PROVIDER AGREEMENTS UNDER THE ADVISEMENT OF THE SAME TPMPD LEGAL COUNSEL. MOTION CARRIES 4-0.

7:02 p.m. Commissioner Hougardy returned to the Council Chambers.

Commissioner Kruller stated that with the Executive Director gone, that leaves just two members on the IT Committee and they would like to come back under the fold of the Logistics Committee so that more people will be observing demonstrations of equipment and solutions for IT.

Board President Quinn added that Mr. Perkins may like to be invited to those committee meetings so that he can be kept in the loop.

Commissioner Kruller turned over the draft contracts to Logistics and to Deputy City Clerk, Melissa Hart for the record. She also stated that she is still working on these and has also submitted the Ambassador contract that is currently in place and the amendment along with other documents.

c. Budget Committee Revised Transitional Budget for 2014.

Commissioner Ekberg introduced Ellen Gengler and Vanessa Zaputil. They will report on the transitional budget which is on page 87 in the packet. The recommendation included in this report was the extra funds for the Executive Director to cover the extra duties. There was an earlier motion that made this recommendation null and void. Another item in the report was the hiring of the Aquatics Manager and his salary. If this position is changed to full-time, there will be a budget impact. Ms. Gengler would like to invite Mr. Perkins and all the Commissioners to the budget meetings on Sundays. The next meeting is scheduled for next Sunday at 3:30 p.m. at the City. The committee has been researching bookkeepers and CFOs which are on the flyer distributed to the Commissioners. The numbers are placeholders; those figures could go up or down. They hope to have a recommendation by the November meeting. There are budgeted amounts for tools, mannequins for CPR and legal bills.

Board President Quinn said that the Aquatics Manager may be able to help with accessing data from the City and supply it to the Budget Committee for better figures to work with, and Board President Quinn will assist with this as well.

It was decided by the Budget Committee and the Commissioners to defer voting on the transitional budget until the November 13th meeting.

Commissioner Ekberg stated that during the transition, there needs to be an employee of the TPMPD to have authority to spend money on behalf of the Board.

MOVED BY EKBERG, SECONDED BY SEAL TO AUTHORIZE THE BOARD TO GRANT DAVID PERKINS THE AUTHORITY TO MAKE PURCHASES UNDER \$5,000 FOR ITEMS AND SERVICES SPECIFIED IN THE TRANSITIONAL BUDGET PROVIDED THE BOARD PRESIDENT APPROVES.

MOTION WITHDRAWN.

MOVED BY EKBERG, SECONDED BY SEAL TO APPROVE THAT THE TPMPD AQUATICS MANAGER HAS THE AUTHORITY TO MAKE PURCHASES UNDER \$5,000 FOR ITEMS AND SERVICES TO SUPPORT A TRANSITION OF OPERATIONS OF THE POOL PROVIDED THE BOARD PRESIDENT APPROVES. MOTION CARRIED 5-0.

Commissioner Kruller stated that she took a PCard course for City work and was asked about the Executive Director's card. Their recommendation was to pursue a credit card with a limit situation.

Ms. Gengler said that the Budget Committee has discussed this option, and at this point the TPMPD has not established a bank account. There will be more discussion about this at the next Budget Committee meeting.

d. Hearing on Proposed 2015 Budget.

The Tukwila Pool Metropolitan Park District must adopt the 2015 budget by December 31, 2014. A Budget Committee was formed in August 2014 to create and recommend both a 2014 Transitional Budget and the 2015 operating budget.

7:43 p.m. Board President Quinn opened the public hearing.

Vanessa Zaputil presented the TPMPD budget for 2015. She noted that the format has changed. The committee decided that a line item budget would be more helpful at this point and will make tracking easier. This is a conservative model and it is hoped that the revenues will be higher than the forecast, but they had to consider that the current revenues have decreased. The hope is to approve a budget in November 2014.

Commissioner Seal asked if the lifeguard wages will increase or stay the same as they are now.

Ms. Zaputil responded that the Budget Committee will keep the wages the same. When the lifeguards are teaching lessons, they are paid at a higher rate.

Commissioner Kruller suggested that the pool not restrict itself with lots of titles for lifeguard jobs and just try to keep it as simple as possible. Board President Quinn and Commissioner Seal concurred with this model.

Ms. Zaputil stated that the committee is looking at a few different pool budget models. The committee looked at two part-time managers with the TPMPD being obligated for optional benefits for them, but if one full-time is hired instead, it would cost less.

Commissioner Seal referenced page 2 of the budget, and noted that the recommendation was to put \$50,000 in the CIP life-cycle replacement account and another \$30,000 in reserves. This is a policy issue and she wanted to make sure the Board is aware of that item in the proposed budget.

Mr. Still stated that the Board will need to assign governmental accounting codes in the budget.

7:57 p.m. Board President Quinn closed the Public Hearing.

e. Hearing on Proposed General Tax Levy and 1% Increase.

The public hearing is to consider a resolution increasing the tax levy by 1%. The Board will also be asked to pass a resolution setting the general tax levy amount for 2015.

7:57 p.m. Board President Quinn opened the Public Hearing.

Commissioner Kruller stated that if the public is interested in this property tax increase, they can read it in the packet online. The Board is being asked to discuss this publicly and pass the resolutions at the November meeting.

Board President Quinn suggested that if someone from the Budget Committee wants to speak on this issue, they should come to the podium.

Commissioner Seal thought the Board was being asked to look at the resolutions tonight and vote on them at the November meeting.

Commissioner Hougardy asked whether it would be too late to make an adjustment to the rate in November or if another Public Hearing would be involved if the Board approved the resolution adopting the general tax levy.

Melissa Hart, Deputy City Clerk, stated that the Board can continue the Public Hearing until the November meeting. It was her understanding that all property tax issues had to be approved by November 30th. She offered the audience to come forward and speak on the issue.

Commissioner Ekberg noted that there was some research done outside of the Budget Committee that brought up some issues that he has not yet had time to delve into, and they have not been discussed by the committee. That is why he was concerned about passing these resolutions tonight.

Ms. Zaputil stated that the Budget Committee did have a discussion about the 15 cent increase, so she did the research and emailed the Executive Director to see if there could be a meeting with Vicky Carlsen, Deputy Finance Director. Due to the unique situation of the TPMPD, they have two options; they can either chose a 1% increase as limited by the initiative, or they can levy a straight 15 cent increase over the new assessed valuation of the City. That is a policy decision the Board needs to make. Her understanding from Ms. Carlsen is the Board has until November 30th to pass the resolution and that it can be amended.

Commissioner Kruller asked what the difference would be between the 1% and the 15 cents.

Ms. Zaputil said there is a levy worksheet in the packet and the difference was about \$20,000. The information on page 97 is not reflective of the 1% increase.

Commissioner Hougardy asked if Ms. Zaputil generated the information on page 103.

Ms. Zaputil stated that was generated by Ms. Carlson. It does look different than 2013 due to the changes the City made.

THERE WAS CONSENSUS TO CONTINUE THE PUBLIC HEARING ON THE TAX LEVY UNTIL THE NOVEMBER 13, 2014 MEETING.

f. A resolution designating the TPMPD Treasurer as of January 1, 2015.

**MOVED BY SEAL, SECONDED BY KRULLER, THAT THE RESOLUTION BE READ BY TITLE ONLY.
MOTION CARRIED 5-0.**

Melissa Hart, Deputy City Clerk, read the resolution by title only.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT REVISING SECTION 10 OF RESOLUTION 1 AND REPEALING RESOLUTION 3, NAMING KING COUNTY TREASURER AS THE DISTRICT TREASURER AND AUTHORIZING THE OPENING OF A NEW DISTRICT BANK ACCOUNT AT US BANK.

**MOVED BY SEAL, SECONDED BY HOUGARDY TO APPROVE THE RESOLUTION AS READ.
MOTION CARRIED 5-0.**

Commissioner Kruller was concerned about which officers will be needed to open the bank account.

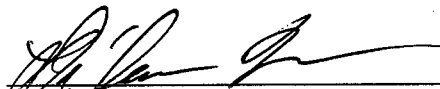
Commissioner Seal stated that there are a number of ways to get the right officers according to the language the Commission uses.

MOVED BY KRULLER, SECONDED BY SEAL TO AMEND THE RESOLUTION TO STRIKE THE EXECUTIVE DIRECTOR AND REPLACE THE LANGUAGE WITH ADDITIONAL COMMISSIONER AS DESIGNATED BY THE PRESIDENT. MOTION CARRIED 5-0.

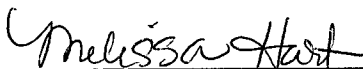
e. Next meeting is November 13, 2014.

ADJOURNMENT

8:16 p.m. MOVED BY KRULLER, SECONDED BY SEAL TO ADJOURN THE TUKWILA POOL METROPOLITAN PARK DISTRICT MEETING. MOTION CARRIED 5-0.



De'Sean Quinn, President, Board of Commissioners



Minutes by Lady of Letters
Reviewed/edited by Melissa Hart, Deputy City Clerk