

TUKWILA POOL METROPOLITAN PARK DISTRICT

**November 13, 2014 – 5:30 p.m.
Council Chambers – Tukwila City Hall**

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Quinn called the Special Meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 5:50 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 Joe Duffie, Allan Ekberg, Verna Seal, Kathy Hougardy, De'Sean Quinn, and Kate Kruller.

TUKWILA POOL METROPOLITAN PARK DISTRICT OFFICIALS

Brian Snure, Park District Attorney; Dave Perkins, Aquatics Manager.

CITY OF TUKWILA OFFICIALS

Robert Eaton, Parks and Recreation Superintendent; Melissa Hart, Deputy City Clerk.

SPECIAL PRESENTATION

Ellen Gengler, 13727 Macadam Road South, introduced Alan Dance from GDM Financial Solutions, Inc., who will assist the TPMPD with basic accounting needs including audits. Mr. Dance has a degree in Parks Management and his partner has extensive experience with audits. GDM Financial Solutions offers a full range of consulting and financial management services.

Mr. Dance gave an overview of fund accounting and distributed information on GDM Financial Solutions. He informed the Board that he visited the pool and talked with the employees prior to the meeting this evening. With approval from the Board to move forward, GDM will provide budget setting, tracking and day-to-day transaction services by interfacing with the King County Enterprise System that is set up to handle special purpose districts. The software program GDM is proposing to use would be cloud based and Commissioners would have access to information concerning the pool's financial performance.

The Commissioners thanked Mr. Dance for his presentation.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

- a. Approval of Minutes: 10/22/14 (Regular)
- b. Approval of Vouchers:
November 3: #367633, 367701, 367704, 367725 and 140900 in the amount of \$11,743.19.

MOVED BY DUFFIE, SECONDED BY HOUGARDY TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED 6-0.

REPORTS

a. Commissioners.

Board President Quinn announced that Steve Burke has agreed to be the Interim Executive Director for the TPMPD.

Commissioner Duffie asked that Mr. Burke articulate the duties of an Executive Director.

Mr. Burke responded that in this position he ensures that Mr. Perkins (TPMPD Aquatics Manager) will have the information and tools needed to get the pool up and running. He will also run interference on Mr. Perkins' behalf when necessary and be a liaison between the Aquatics Manager and the Board. He assured the Board that Mr. Perkins is more than qualified to get the job done. Additionally, he has worked with pool Boards and special purpose districts in the past and is pleased to offer his services and experience to the TPMPD.

b. Ad Hoc Committee updates.

- Budget Committee

Ellen Gengler, 13727 Macadam Road South, presented the Budget Committee update. The Committee has two recommendations for the Board. The first is that the Board propose a motion to enter into a contract with GDM Financial Solutions and their affiliates for purposes of CPA and bookkeeping services for the TPMPD.

The second recommendation is in regards to the property tax exemption the City of Tukwila is currently considering. There is a proposal before the City of Tukwila to exempt property taxes on new construction of multi-family properties within the Tukwila Urban Center. Staff confirmed that the exemption would carry over to all valuation based levies, including the TPMPD levy. The recommendation is that the TPMPD express to the City their concern regarding the tax exemption by requesting the City not enact policies that grant a property tax exemption that impacts the TPMPD and other independent entities.

- IT Committee

Commissioner Kruller, Chair of the IT Committee, updated the Board on the accomplishments of the Committee and a list of items to purchase and the associated costs involved. The Committee is leaning towards Office 365 as the new operating system. Mr. Burke has recommended to the Committee to think about using the grocery store card style as a membership card. They can be purchased in bulk with bar codes included. The Committee is researching this idea, as well as investigating leasing a printer through Ricoh. The Committee and Mr. Burke discussed employing the cloud and using shared drives with a backup server with the ability to store data. Mr. Burke also gave the Committee an idea of how to work out timekeeping for employees with whentowork.com. This program has many of the features used by staff and for scheduling. Since the TPMPD is banking with US Bank, the Committee should confirm that the bank is accepting authorize.net.

Kim McCoy, 14202 56th Avenue South, came forward to answer any questions the Board may have about the IT Committee report.

Commissioner Ekberg wanted to reaffirm that the equipment, supplies, etc., that were at the pool at the end of July 2014 would stay with the pool.

Mr. McCoy and Mr. Eaton assured Commissioner Ekberg that was correct, with the possible exception of the Mitel telephone units.

Commissioner Hougardy commented that if the Adobe design software is purchased, someone with experience would be needed to use that software. She suggested keeping the proposed software in the budget, and purchasing it in the future.

Mr. McCoy agreed that the Adobe design software purchase could be delayed until an Executive Director is hired. However, the TPMPD will need to purchase Adobe Acrobat now.

Commissioner Kruller pointed out that even though authorization was given to the Board President at the previous meeting to sign a contract with Cascade Computers, the contract would need to be amended to include the cost for a subcontractor (with Cascade) to complete the necessary cable installation.

Board President Quinn asked for a consensus to move forward on the above contract. ***There was Board consensus on the request.***

Commissioner Kruller has found a source through the Department of Enterprise Services (DES) and other contacts to purchase computer equipment at a very reasonable price. She would like to have authorization to write a purchase order for the three workstations and two laptops needed for the pool with the legal advice of counsel.

Board President Quinn asked for a consensus to move forward with the purchase order with DES. ***There was Board consensus on the request.***

Commissioner Kruller stated the last contract to be discussed is for a telecom provider and phone system.

Mr. McCoy stated that the proposed Broadview system utilizes Mitel telephones; the call quality is good; there are robust features in the system; and he feels it will be adequate for the pool operation. The Comcast system would be the back-up system if the main T-1 system were to fail. Concerning the phones already at the pool, he recommends the TPMPD rent new phones as opposed to buying them. Renting will be a little more expensive. However, renting the phones would ensure the company would fix a telephone should anything ever break. If the City leaves the current telephones at the pool, then purchasing the additional ones needed would be best.

Commissioner Kruller mentioned that the T-1 option does have an installation charge, which is not listed on the budget for the phones.

Mr. McCoy stated that the T-1 option requires a 30 to 60 day lead-time, which means the phones may not be working on the T-1 system. The Comcast system could be used until the T-1 is installed and operating.

Mr. Snure has reviewed the agreement and stated these types of agreements are rarely modifiable by the user (the TPMPD). The main thing to note is the ease of termination of the agreement, should that be necessary.

Board President Quinn called for a consensus from the Board to give the President authority to sign and the attorney to review the agreement for the Broadview system. ***There was Board consensus on the request.***

Commissioner Kruller said that in regards to the Point of Sale (POS) system, the IT Committee has done as much as they can and would like to ask the Executive Director to step in. They also recommended that authorization is given to the Executive Director and the President to sign and purchase software and equipment needed for the POS. ***There was consensus from the Board to enable the requested authorization.***

Commissioner Seal stated that the Logistics Committee would be having a meeting directly following the TPMPD Special Meeting this evening to discuss all the updates that will be presented to the Board at the December meeting.

c. Aquatics Manager.

Dave Perkins, Aquatics Manager, updated the Board on his recent activities. He met with the Logistics Committee and the Budget Committee and he was very impressed with the commitment and passion of the people behind the pool. He has been reviewing manuals, the TPMPD handbook, and more. He will be working on combining some of those. There have been many meetings with Mr. Eaton, who has been of tremendous assistance.

Mr. Perkins has used whentowork.com before and is happy to see the pool interested in utilizing the program as a scheduling tool. After reviewing the marketing materials used in the past, he feels there may be some newer and more effective ways to market the pool and he is always open to any suggestions from the Board. He also wants to revamp the marketing of swimming lessons to make them more exciting and enticing.

The Commissioners thanked Mr. Perkins for his update.

d. Operator.

Robert Eaton, Parks and Recreation Superintendent, commented that he is pleased with the progress he, Mr. Perkins and Commissioner Seal have made toward the transition.

Commissioner Seal complimented City staff for all their help and support through this process.

Board President Quinn thanked all the Ad Hoc committees, the City staff and the Commissioners for all the work so that the TPMPD is ready to go on January 1st. He hopes everyone continues to work together as this process moves forward.

e. Tukwila Pool Advisory Committee (TPAC) Report.

Vanessa Zaputil, TPAC Vice-Chair, reviewed the report included in the agenda packet. On behalf of the Committee, she thanked Kay Mulliner for her work on the committee.

PUBLIC HEARING

Tax Levy Legislation: (continued from the October 22, 2014 meeting).

7:19 p.m. Board President Quinn reconvened the Public Hearing

A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park District increasing the regular levy from the previous year, commencing January 1, 2015, on all property, both real and personal, in compliance with RCW 84.55.120.

Vanessa Zaputil, 15171 52nd Avenue South, commented that a citizen noted that doing anything other than what is normal and usual in taxation might confuse the voters.

7:22 p.m. Board President Quinn closed the Public Hearing.

BUSINESS ITEMS

a. Tax Levy Legislation: (continued from the October 22, 2014 Meeting)

- (1) A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park District levying the general taxes for the fiscal year commencing January 1, 2015, on all property both real and personal, within said district.**

Mr. Snure explained to the Board the difference between the 1% tax and 15 cent tax per \$1,000 tax assessed value and what that can mean in terms of income for the Pool District.

The Board discussed the rate versus dollar amount with Mr. Snure and Mr. Burke to clarify the difference between the two ways to levy taxes.

MOVED BY KRULLER, SECONDED BY SEAL, THAT THE RESOLUTION BE READ BY TITLE ONLY. MOTION CARRIED 6-0.

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 levying the general taxes for the fiscal year commencing January 1, 2015, on all property both real and personal, within said district.

MOVED BY SEAL, SECONDED BY KRULLER TO APPROVE THE RESOLUTION AS READ. *MOTION CARRIED 6-0 TO ADOPT RESOLUTION NO. 23.

- (2) **A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park District, increasing the regular levy from the previous year, commencing January 1, 2015, on all property, both real and personal, in compliance with RCW 84.55.120.**

MOVED BY SEAL, SECONDED BY HOUGARDY, THAT THE RESOLUTION BE READ BY TITLE ONLY. MOTION CARRIED 6-0.

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, increasing the regular levy from the previous year, commencing January 1, 2015, on all property, both real and personal, in compliance with RCW 84.55.120.

MOVED BY HOUGARDY, SECONDED BY DUFFIE TO APPROVE THE RESOLUTION AS READ. MOTION CARRIED 6-0 TO ADOPT RESOLUTION NO. 24.

b. Authorize the Board President to sign an Interlocal Agreement with the City of Tukwila to outline the parties' continuing obligations after the City ceases providing the support services to the Tukwila Pool Metropolitan Park District.

An Interlocal Agreement to outline the parties' continuing obligations after the City ceases providing the support services to the Tukwila Pool Metropolitan Park District.

MOVED BY SEAL, SECONDED BY DUFFIE TO AUTHORIZE THE BOARD PRESIDENT TO SIGN AN INTERLOCAL AGREEMENT WITH THE CITY OF TUKWILA TO OUTLINE THE PARTIES' CONTINUING OBLIGATIONS AFTER THE CITY CEASES PROVIDING SUPPORT SERVICES TO THE TUKWILA POOL METROPOLITAN PARK DISTRICT.*

Commissioner Seal stated there have been changes made to the draft of the Interlocal Agreement between the City and the TPMPD. She distributed an updated version of the agreement that was drafted by the Tukwila City Attorney and the Board Attorney.

Ellen Gengler, 13727 Macadam Road South, was concerned about section two in the agreement regarding emails for the TPMPD that may not be accessible from the City without charge to the TPMPD. Her concern is if there are public records requests, the TPMPD would have to pay the City to retrieve those emails.

Mr. Burke stated that although he had only read the document today, he feels that this would not be an issue as the TPMPD is responsible for their email addresses.

Mr. Snure said that the agreement on that section provides that if the City incurs costs to get records from a record request from the pool district, the TPMPD will reimburse the City for those costs. If someone

makes a request from the City for records relating to the pool district, that is the City's responsibility. This only applies to emails.

Commissioner Kruller asked about another section of the agreement which read in part that the City would be charging for financial work in 2015.

Mr. Burke stated that there will be bills that are sent to the City, which the TPMPD will be paying, so the City may forward those on to the TPMPD. It will take a little time to switch all the billing over to the TPMPD.

Mr. Snure said that the agreement provides that the City will charge the TPMPD for services necessary to perform 2014 administrative work even if it occurs in 2015.

Commissioner Ekberg feels that if a records request includes email records, the City should pay for those since the City is unable to give those records to the TPMPD. He suggests rewriting section 2.2 to read something like '*the City agrees to provide these records at no cost to the TPMPD*'.

Board President Quinn stated that the TPMPD can make a request, but this would have to be renegotiated between the two attorneys. He suggested that this item remain open and not passed until this is resolved.

*Commissioner Seal withdrew the original motion.

MOVED BY KRULLER, SECONDED BY EKBERG, TO DELAY THE ACTION AND FOR THE PRESIDENT TO WORK WITH THE CITY AND EVERYONE INVOLVED TO SOLVE THIS ISSUE AND BRING IT TO THE BOARD AT THAT TIME. MOTION CARRIED 6-0.

c. Authorize the Board President to sign an agreement with GDM Financial Solutions for CPA/Bookkeeping services for the Tukwila Pool Metropolitan Park District commencing January 1, 2015 subject to final changes as approved by legal counsel.

MOVED BY KRULLER, SECONDED BY DUFFIE TO AUTHORIZE THE BOARD PRESIDENT TO SIGN AN AGREEMENT WITH GDM FINANCIAL SOLUTIONS AND THEIR AFFILIATES FOR CPA/BOOKKEEPING SERVICES FOR THE TUKWILA POOL METROPOLITAN PARK DISTRICT COMMENCING NOVEMBER 14, 2014 SUBJECT TO FINAL CHANGES AS APPROVED BY LEGAL COUNSEL.* (as modified by separate motions below)

Commissioner Seal inquired from the Budget Committee as to how many bookkeeping services were considered for this and if local companies were considered.

Ms. Zaputil stated that several CPA firms in the local area were contacted about the position. However, the challenge was finding CPAs that were willing to do fund accounting. The other issue was looking at accounting in a holistic approach, and having someone who could coordinate the CPA functions, give guidance and recommend the bookkeeping function. Six different people and/or companies were considered and GDM Financial rose to the top because of their qualifications. The agreement states the date of January 1, 2015 and she requests that date be moved to November 14, 2014, because it would be beneficial to have them on board to assist with the transition work. Paychex will be issuing the payroll checks for employees as affiliates of GDM.

MOVED BY SEAL, SECONDED BY KRULLER TO CHANGE THE DATE OF "JANUARY 1, 2015" TO "NOVEMBER 14, 2014." MOTION CARRIED 6-0.

MOVED BY EKBERG, SECONDED BY KRULLER TO ADD THE TERM 'AND AFFILIATES' AFTER THE WORD 'SERVICES'. MOTION CARRIED 6-0.

***MOTION CARRIED 6-0.**

d. Selection of King County as Treasurer:

- (1) Authorize the Board President to sign the King County Cash Management Services Agreement for cash management services for the Tukwila Pool Metropolitan Park District.**

MOVED BY SEAL, SECONDED BY EKBERG TO AUTHORIZE THE BOARD PRESIDENT TO SIGN THE KING COUNTY CASH MANAGEMENT SERVICES AGREEMENT. MOTION CARRIED 6-0.

- (2) Authorize the Board President to sign the King County Investment Pool Agreement to commence treasury investment services with King County for Tukwila Pool Metropolitan Park District investment servicing.**

MOVED BY SEAL, SECONDED BY EKBERG, TO AUTHORIZE THE BOARD PRESIDENT TO SIGN THE KING COUNTY INVESTMENT POOL AGREEMENT. MOTION CARRIED 6-0.

e. Discussion on the 2014 transitional budget.

Ellen Gengler, 13727 Macadam Road South, Budget Committee Chair, said that the proposed transitional budget was updated to reflect the estimated costs the TPMPD will incur over the last two months of 2014 as it transitions to a self-operated model.

Vanessa Zaputil, 15171 52nd Avenue South, Budget Committee Member, said these were just some updates; the Budget Committee inserted the numbers so this is not a recommendation, just a reflection of the information given to the committee.

8:13 p.m. Commissioner Hougardy exited the Council Chambers.

Mr. Burke stated that he would work with the Budget Committee to present a budget for 2014 and 2015. That is the easiest way to give the Board a nice, clean budget. Additionally, he is willing to work with the Advisory Committee on possible new signage and paint for the building.

8:18 p.m. Commissioner Hougardy returned to the Council Chambers.

f. Discussion on the proposed 2015 budget.

A Budget Committee was formed in August of 2014 to create and recommend both a transitional 2014 budget and the 2015 budget. The proposed budget for 2015 was distributed to the Board of Commissioners on October 17, 2014 and first discussed at the October 22, 2014 Board Meeting.

Vanessa Zaputil, 15171 52nd Avenue South, Budget Committee Member, wanted to make certain that all the Commissioners were able to submit their input on the proposed budget before the next meeting.

Commissioner Seal was interested in the reserves in the budget and wanted to know if the TPMPD could afford \$80,000 the first year.

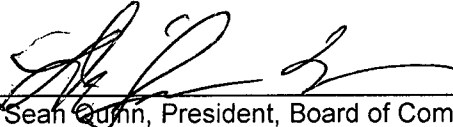
Mr. Burke stated that reserves are needed due to cash flow, especially during the interim between tax payments.

Due to the lateness of the hour, the Board did not discuss agenda Item g., "Discussion on the Executive Director Job Description."

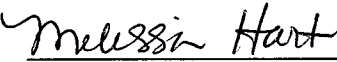
h. Next meeting is December 11, 2014.

ADJOURNMENT

8:33 P.M. MOVED BY KRULLER, SECONDED BY SEAL TO ADJOURN THE TUKWILA POOL METROPOLITAN PARK DISTRICT MEETING. MOTION CARRIED 6-0.



DeSean Quinn, President, Board of Commissioners



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