

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 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.

Dave Puki, President, Board of Commissioners