

## **TUKWILA POOL METROPOLITAN PARK DISTRICT**

**February 8, 2016 - 5:00 p.m.  
Valley View Sewer 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 5:00 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

Pledge of Allegiance was recited.

#### **CONSENT AGENDA**

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY BOARD PRESIDENT PUKI TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED 5-0.**

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

No citizen comments were made.

#### **CONSENT AGENDA**

- a. Approve Minutes Tukwila Pool MPD Board of Commissioners Special Meeting, December 28, 2015
- b. Approve Minutes Tukwila Pool MPD Board of Commissioners Regular Meeting, January 11, 2016
- c. Approve Voucher (2-05-16)

**MOVED BY COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER ZAPUTIL TO APPROVE THE MINUTES OF THE BOARD OF COMMISSIONERS SPECIAL MEETING OF DECEMBER 28, 2015 AS PRESENTED. MOTION CARRIED 5-0.**

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING OF JANUARY 11, 2016. MOTION CARRIED 5-0.**

**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 the board attended the OPMA Session. She gave a marketing update that the Floats on Floats event is set to happen a week from Saturday.

b. Aquatics Manager

Mr. Perkin's reported the boiler emergency shut-off button was accidentally triggered, but everything has been restored to normal operations. All protocol was followed during this incident and Mr. Perkins is continuing to investigate.

Mr. Perkin's stated that there are 106 children in swim lessons for this session which is an increase. This school semester there are 24 females and 12 males students in the Foster School swim PE class. It is the school's responsibility to ensure student safety, but he feels as an additional safety measure, there will be a lifeguard on duty during the class sessions.

Mr. Perkins has almost completed the contract with White Water and he will have the board review it before presentation to White Water. He has also submitted the article to the Tukwila Reporter newspaper.

Commissioner Zaputil asked about the payroll budget and Mr. Perkins replied that he believes they are on budget.

Commissioner Zaputil inquired about if a water aerobics instructor had been hired and Mr. Perkins said that the pool needs to advertise for an additional instructor for evenings. The morning aerobics class has 6 to 8 students.

Commissioner Zaputil wondered if online registration is actually working and if citizens are using that option. Mr. Perkins said that swim lessons are utilizing the online registration, beyond that it is unclear at this point.

c. Financial Support Services

There was no report.

d. Tukwila Pool Advisory Committee (TPAC)

There will be a meeting on February 20<sup>th</sup> and it will include marketing. Mr. Perkins stated he will present ideas for events at the meeting.

The Committee will perform a review of the brochure at that meeting also. The findings of the scholarship fund research done by Commissioner Frangello-Anderson is on the agenda for this meeting. Commissioner Neuffer and Commissioner Frangello-Anderson will attend the next TPAC meeting on February 20<sup>th</sup> which will be at TCC. In March and May the meeting will be held at the pool.

**BUSINESS ITEMS**

a. TPAC Welcome Packet

Commissioner Frangello-Anderson presented a rough draft to the board and asked for input. Included in this packet is the history, vision, governance, core values and the meeting schedule.

Also included in the packet is the email contact list of all the staff, TPAC members and commissioners and a streamlined Robert's Rules of Order. Commissioner Frangello-Anderson has a rough copy of the rental contract from the City, the budget and the organizational chart. The one in the packet is from the William Shore Pool as the Tukwila Pool's chart has not been finalized at this point.

Commissioner Frangello-Anderson has a sample of the agenda for TPAC and two sets of meeting minutes. Also, she included the member application for them to use. This packet will be given to new members after they have been accepted.

The board praised and thanked Commissioner Frangello-Anderson for her hard work. One idea from the board is to include a time commitment that TPAC members are expected to donate time to the committee on a weekly or monthly basis.

Commissioner Gengler asked if the board will need to track the time each person is donating.

Commissioner Zaputil thinks this would be something the executive director's purview instead of the board. She feels the board should agree to have a Welcome Packet for TPAC members.

The consensus of the board is there should be a welcome packet for new TPAC members. The members of TPAC can change contents when needed under the purview of the executive director.

Commissioner Gengler is concerned that updating the packet content should not be the responsibility of the board.

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER NEUFFER THAT THE TPMD BOARD WOULD LIKE TO PROVIDE TPAC MEMBERS A WELCOME PACKET UPON APPOINTMENT. MOTION CARRIED 5-0.**

b. Update from Executive Director Narrow Down Committee

Commissioner Frangello-Anderson stated that she and Commissioner Neuffer will meet this week to review the nine applications received. Commissioner Frangello-Anderson feels confident that by the deadline there will be enough qualified candidates to select several for interviewing. There could be more applications coming in and then the committee would select at least four candidates for the Facility Tour Committee.

Commissioner Zaputil stated that the entire board will be conducting the final interviews with the chosen candidates.

Commissioner Gengler asked if the Facility Tour is another tool to narrow down the candidates even further.

Commissioner Zaputil felt the Facility Tours might be an opportunity to include the Aquatics Manager in the tours.

Commissioner Gengler summed up the next steps are for the Narrow Down Committee to identify the four applicants, contact them and suggest a Facilities Tour that will include two board members and the aquatics manager, if available. These tours will also have to coordinate with the candidate's schedule as well.

Commissioner Zaputil asked when the board would like to have a Special Meeting concerning the candidates and dates for facilities tours. Several dates were discussed.

Commissioner Gengler suggested that the Narrow Down Committee meet tomorrow and contact the qualified applicants to see if they would be available for interviews this weekend.

Commissioner Zaputil thought that, to save time, have Mr. Perkins conduct facilities tours without commissioners present.

There was a discussion on when and where the interviews should be held.

Commissioner Neuffer asked about how the interviews are to be conducted. Is there a list of questions that each candidate would be asked?

Commissioner Gengler stated that she liked the way City Council conducted their interviews. The candidates were given a few minutes to talk about themselves and then each councilmember asked pre-scripted question. This way everyone was asked the same questions.

Mr. Perkins agreed that is an excellent way to conduct the interviews.

Board President Puki tends to tailor his questions to the candidate after they give their speech about why they are a good match for the position.

Commissioner Zaputil thinks that legally each candidate must be asked the same questions. She stated that if the board wants to hold a special meeting on Saturday the 13<sup>th</sup>, Valley View is open between 10:00 a.m. and 11:45 a.m. There is more availability on Sunday at Foster from 2:45 p.m. to 5:00 p.m.

Commissioner Gengler said that the City interview process gave each candidate 30 minutes. Most of them spoke for 10 minutes or less, then questions were asked.

Mr. Perkins feels the board needs 45 minutes per candidate; 30 minutes for the actual interview and 15 minutes to compare notes before moving on to the next candidate.

Commissioner Zaputil stated that the Burien Library second floor conference room is open from 12:00 p.m. to 8:00 p.m. on Sunday the 14<sup>th</sup>. She will put a hold on the room from 12:00 p.m. to 4:00 p.m. on that date.

Board President Puki summarized the plan is that the Narrow Down Committee will choose the four candidates and the interviews will take place on Sunday at the Burien Library. The board will submit questions via email to ask the candidates to establish a list.

Commissioner Zaputil stated that if the candidates would like a facilities tour, they can schedule that with Mr. Perkins.

Commissioner Gengler stated that when candidates are contacted, the information they should be given is the time, format and place and that they will all be asked the same questions. Also, to give them the option to call Mr. Perkins to arrange a facilities tour.

Commissioner Neuffer said when she was observing the City Council's interview process, the candidates who have already been through their interview have the option to sit in the audience and listen to the other candidates.

Board President Puki said that the interview meeting has to be given notice as a Public Meeting, if the notice stated that the board will be interviewing candidates on a schedule independently of each other, that would be acceptable.

Commissioner Zaputil stated that the board may go into Executive Session and make a decision so the process can move forward.

Board President Puki said he will email Mr. Snure, the attorney, to see if the board can go into Executive Session and make the decision that evening.

Commissioner Zaputil wants to ensure the board sends out letters to candidates who were not chosen as a matter of course.

Commissioner Frangello-Anderson asked about when the reference checking will be done.

Commissioner Gengler stated that an offer could be extended pending reference checks.

Commissioner Zaputil wondered if the reference checks could be split up among the board members once the four candidates have been selected.

Commissioner Gengler said the chosen candidate has to be fingerprinted and background checked.

Mr. Perkins thinks checking references could happen after the interviews.

Commissioner Gengler would be willing to check references on a candidate and Commissioner Zaputil volunteered to do checks also.

Commissioner Zaputil said, to clarify, the Narrow Down Committee will meet on Wednesday night. The commissioners will have reference checks completed before Sunday.

Board President Puki re-iterated that interviews will be held on Sunday from 12:00 p.m. to 4:00 p.m.

Commissioner Gengler will listen to the City Council's interview process again and send out the questions that they asked. Then the commissioners can submit two questions each. The total number of questions for candidates will not exceed ten.

Mr. Perkins already has a copy of the questions the City Council asked and will send those out to the other commissioners.

Commissioner Zaputil stated the meeting notice needs to go and the agenda posted for the meeting. She will make sure this task is done.

c. Update from Administrative Director Transition Committee

Commissioner Zaputil gave the update on the exit interview with Mr. McCoy on January 29, 2016. There was a list of nine questions on the handout with his responses. The password document was given to Mr. Perkins. Resolutions and contracts are in Mr. McCoy's office. The laptop was returned to the district and the phone line has been disconnected. Mr. McCoy also returned his keys and pass card. The last item to be dealt with is the PTO time which is five days. Mr. McCoy's office needs to be cleaned and sorted to ensure all documents are in order.

Mr. Perkins has all licenses, but not contracts or resolutions.

Board President Puki stated that there was a request sent to the prior board for location of records.

Mr. Perkins asked about how the commission wants to store these documents in the future.

Commissioner Zaputil replied that document storage will be under the executive director's discretion.

Commissioner Frangello-Anderson will sort out Mr. McCoy's former office.

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO AUTHORIZE PTO TIME FOR PREVIOUS ADMINISTRATIVE DIRECTOR, KIM MCCOY, IN THE AMOUNT OF FIVE (5) DAYS TO CONCLUDE HIS CONTRACT WITH THE MPD. AS AN AMENDMENT TO THE MOTION IS TO EXPEDITE PAYMENT TO KIM MCCOY FOR FIVE (5) DAYS PERSONAL TIME OFF AS SOON AS POSSIBLE. MOTION CARRIED 5-0.**

d. RFQ Flooring Project Update – Aquatics Manager

1. Selection of Preferred Company

(a) DPK

DPK is the low bidder as the scope of work was just to remove the flooring and re-broadcast. If they added the additional 1/8" to the floor, but that would cost an additional \$9,000 to make the floor level. The other thing to be done is to bring the walls up over the coping. The product to be used would be the MMA product. Mr. Perkins feels this is not the best option. The project would take 10 days.

(b) Ironclad

Bid was \$42,895. To replace the primer channel would be \$11,000. To coat over the tiles would be \$2,050 and an extra year's warranty would be included. This is the MMA product. The roughness of the floor the board choose was the Q28. This contractor will make larger samples in various roughness to ensure the board will be happy with the floor. The time line for this contractor is 7 days.

(c) Leewens

Bid was \$43,000, but would not bid out drains. This product is the epoxy based product. The bid was an additional \$2,200 to match color and \$7,500 to do the 6" grade up the sides. This work would take 15 days.

The project time line is end of March which may also include spring break. The MMA product is easier to fix if necessary. The other benefit as far as down time is the MMA recoats in 45 minutes whereas epoxy takes days to cure.

Mr. Perkins felt Ironclad was the most responsive; however, has they have the least experience in doing pool floors. This is a Duraflex product and the installer has to be approved by the company and the contractor must register the pool deck. Mr. Perkins recommends Ironclad and the scope of work would not include the drains, but would like to see the coping up the sides.

The consensus of the board was to not do the floors in the cleaning room.

**MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTILTO ACCEPT THE CONTRACT AS PRESENTED BY IRONCLAD INDUSTRIAL FLOORING WITH THE COPE TILE THROUGHOUT TO MATCH THE NEW FLOOR COATING ADDED ALONG WITH THE TWO YEAR WARRANTY AT A COST OF \$42,895 PLUS THE ADDITIONAL COST OF \$2,050 TO COAT TILES; NOT INCLUDING SALES TAX. MOTION CARRIED 5-0.**

2. Establishment of timeline

The board and Mr. Perkins discussed the other projects the pool hopes to have completed at the same time the pool is closed for flooring replacement. This includes lighting and pump replacements.

Mr. Perkins stated that the lighting would have to be finished before the flooring goes in and he is willing to rent a lift and have two other staff members assist him in getting the lights changed out. This can be accomplished in one evening after closing time the night before.

Commissioner Zaputil said the flooring people need a week to do the pool deck. She suggests Wednesday, March 30<sup>th</sup> to Wednesday, April 6<sup>th</sup>.

Mr. Perkins can do the lighting on the 29<sup>th</sup> so the flooring can begin on the 30<sup>th</sup>.

Board President Puki asked what would be the last day of business before the closure.

Mr. Perkins can replace the lights on March 29<sup>th</sup> after the pool closes for the evening.

Board President Puki stated the official pool closure would be March 30<sup>th</sup> through April 6<sup>th</sup> with the pool re-opening on April 7<sup>th</sup>.

Commissioner Zaputil said that posters should be posted to inform the patrons of the pool closure.

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER THAT THE FLOORING PROJECT, MCKINSTRY PROJECT AND THE LIGHTING PROJECT WILL ALL BE ACCOMPLISHED WITH A CLOSURE DATE OF MARCH 30, 2016 AND RE-OPENING ON APRIL 7, 2016. MOTION CARRIED 5-0.**

**MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL GRANTING THE PRESIDENT THE AUTHORITY TO SIGN THE FLOORING CONTRACT WITH IRONCLAD INDUSTRIAL FLOORING. MOTION CARRIED 5-0.**

e. Commissioners Roles and Responsibilities

Board President Puki said that there has been some confusion and duplication of effort in organizing the new board so this is an attempt to get provide clarity.

1. Continuing Roles/Responsibilities

Board President Puki stated that if a board member takes on a responsibility, let him/her perform that task and then report back at the next meeting. The meeting structure needs to be a bit tighter with less side tracking.

Commissioner Frangello-Anderson is in agreement with Board President Puki.

Commissioner Zaputil said that if the president and the clerk had the administrative support they need, they would not have so much to do. Commissioners would come prepared to meetings and be ready for action.

Board President Puki also asked to have the proofreading and editing of documents done and distributed via email prior to meetings. Less time spent wordsmithing during meetings would be ideal. This would allow for more action items.



## 2. Interim Roles/Responsibilities

Commissioner Gengler copied a list of duties for the president from Des Moines when they have administrative support. The president should be the policy lead; spokesperson for the district. They shall have no administrative responsibilities, but, with administrative support, will set all agenda items and preside over the meeting of the board. He/she shall have the same right to make or second motions and to vote on all issues that come before the board except those which may have a direct conflict of interest.

Commissioner Gengler continued with the duties of the clerk who shall be the custodian of the records of the district. The clerk shall ensure proper creation and storage, reporting of all transactions, receiving the board's financial statements, contracts, resolutions, interlocal agreements, vouchers and the journal proceedings of the board of commissioners. He/she shall regularly report to the board on such matters and have the same rights to make or second motions.

Commissioner Gengler stated that if there is administrative support, then the clerk would be overseeing these actions. Once the board makes a decision on the executive director, most of the administrative duties the board is currently handling will be transferred over to that person. She suggests point persons be appointed for certain projects, for instance, Mr. Perkins is the point person for the flooring project.

Board President Puki agrees with Commissioner Gengler that the board should speak as one voice. One way to accomplish that with operations is to have the board president act as direct influence with the staff on issues.

Commissioner Gengler stated that most of the issues she has been aware of had nothing to do with the pool staff.

Commissioner Zaputil asked what additional things need to be accomplished.

Commissioner Gengler listed notice of meetings, agendas, executing contracts and financial oversight.

## 3. Contact/Point People

Commissioner Zaputil stated that since Commissioner Frangello-Anderson is working with the bookkeeper, maybe she could be the point person for the bookkeeper and the CPA.

Commissioner Gengler would like to know what is not clear and what the frustration is so it can be dealt with to everyone's satisfaction.

Board President Puki said that he did not want to put the entire financial burden on Commissioner Frangello-Anderson. For instance, today Board President Puki asked the CPA a question concerning adding an interest bearing account for the CIP. Maybe that question should have gone through Commissioner Frangello-Anderson first.

Commissioner Zaputil sees Commissioner Frangello-Anderson's role as collecting those questions and then reporting back to the board the answers she receives. Also, Commissioner Frangello-Anderson will receive the minutes.

Commissioner Zaputil feels the president would be the point person for matters dealing with the attorney.

Board President Puki agreed that he is the point person for the attorney for operational matters and interfacing with the executive director in business matters.

Board President Puki brought up that the CPA is under the assumption that the president is the point person. The CPA will be informed that the point person is actually the responsibility of the clerk.

Commissioner Zaputil volunteered to handle the noticing and agenda for the upcoming Special Meeting. Normally, the president oversees that project to ensure it is done on time.

Commissioner Neuffer suggested that the board needs a work plan that involves researching the by-laws as those contain the roles and responsibilities for the board members.

f. Financial Transfer/View Authority

1. Next Steps

Board President Puki spoke about the motion passed on the last meeting; however, he would like to review the accounts affected.

The main account with King County is where all tax payments are deposited. That is separate account from all other accounts. All warrants are paid through this account. If the board chooses to open a CIP account and a reserve account, those accounts would be interest bearing. Accounts with King County are slow to make transfers.

Linked indirectly is the US Bank SharePoint account. These are the pool accounts, one is for operations, Rec 1, and revenue deposits are made here via Mr. Perkins. The only bill paid from this account is the pool credit card which is a direct debit. The second account is the payroll account which is only used for payroll. Monies can be transferred from the King County account or from operations account through the process that is already set up. Also, held in the operations account is the \$140,000 CIP.

The third account is called a Sweep Account. Excess funds are in the Operations Account, but none of these US Bank accounts earn interest. The way the Sweep Account works is at set point in the Operations Account, excess monies will be transferred to the Sweep Account. That money sits in that account until the end of the business day when it is transferred and goes automatically into the King County account. This is the only way the Sweep Account works.

There is no set amount at this time to make a transfer to the Sweep Account; it has to be manually transferred. The board needs to set a dollar limit as to when the excess money will be transferred.

Commissioner Gengler stated that the MPD is losing money because the CIP money is in the Operations Account and that needs to be changed.

Commissioner Zaputil said the accountant at the beginning was unaware the King County account accrued interest. Now that it has been realized, the board can make changes to the account to make sure a CIP account can earn interest

Commissioner Gengler stated that at the last meeting, it was discussed that the King County accounts do not have a read only option. If a person can see the account; they also have the power to transfer money.

Board President Puki said that the CPA has led him to believe that is true; however, he cannot confirm nor deny that at this point. Board President Puki will send out an email later this evening that will have contact points with King County so that this can be investigated further. Commissioner Frangello-Anderson can ask for Board President Puki's assistance in this investigation.

Commissioner Gengler's opinion is that the more people on the board that can look at the accounts, the less likely situations will arise as they have in the past.

Board President Puki has the ability to monitor the US bank accounts without authority to make any transactions. He is not able to view the King County account.

Commissioner Zaputil feels there needs to be more information gathered before giving access to anyone. So the next step is to go to King County and obtain the right information.

Commissioner Gengler is concerned that so many responsibilities are being given to Commissioner Frangello-Anderson.

Commissioner Zaputil said that tonight the roles and responsibilities are stated and from here on out financial matters are under Commissioner Frangello-Anderson's purview.

Commissioner Frangello-Anderson and Board President Puki will work together on gathering the necessary information. After the information is gathered, then Commissioner Frangello-Anderson will put together procedures.

Commissioner Zaputil asked how difficult is it to add more people to the US Bank account for transfer authority.

Commissioner Gengler said that in her opinion, establishing a CIP account with King County is a low priority, the higher priority to move money that is sitting in US Bank to the King County account where it earns interest. The other high priority is to ensure there is enough money in the payroll account to cover payroll.

Board President Puki stated that perhaps the \$140,000 should go into the Sweep Account for now so it is earning interest, whether or not the CIP account is set up at this time.

Commissioner Zaputil said there is actually more money for CIP because the board funded another \$80,000 last year; however, that money is still sitting in King County and was never transferred to US Bank. That would mean that there is \$220,000 in the CIP account.

Commissioner Gengler suggested that perhaps creating the separate CIP account would be more of a hassle than it is worth.

Board President Puki said there are resolutions to make separate accounts for the CIP funds.

It was the consensus of the board to move \$140,000 to the King County account as soon as possible.

g. WCIA Insurance Add On to comply with Auditing Officer requirements

There is only one thing left to fill out before sending this document into WCIA which is some financial information for the prior year and current year.

Commissioner Zaputil said that with the information that the bookkeeper gave the board, it should be able to complete the document. Commissioner Zaputil and Commissioner Frangello-Anderson will work together to finish the document. Mr. Perkins will find out where to send the document.

h. WCIA Audit Plan 2016

Commissioner Gengler reported that she received an update from Chip of WICA. She let him know that the board is looking for an executive director currently and would like to postpone final selection of a delegate. He said that was fine, the deadline is October 31, 2016. However, the board needs to inform him of who the WICA delegate is in the interim. Since the administrative director was the delegate, Mr. Perkins volunteered to be the interim delegate.

Mr. Perkins said that on the audit form there were questions like how often are audit cash accounts performed. Since the accountant does that, he was unable to answer the question.

Commissioner Zaputil and Board President Puki said that the bookkeeper performs audits monthly.

Commissioner Gengler will inform WCIA that Dave Perkins will be the interim delegate until an executive director is hired.

Board President Puki would like to have the bookkeeper mail all checks via the post office for safety concerns.

Commissioner Gengler stated the bookkeeper is an independent contractor and if the board tells her how to do her duties, she then becomes an employee.

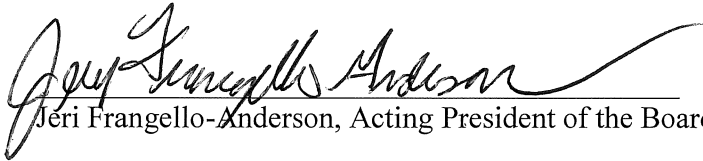
Mr. Perkins agreed that mailing anything out of a personal home mail box is risky.

Board President Puki stated that checks were sent out of the bookkeeper's mailbox and payments were delayed which caused late fees to occur.

Commissioner Zaputil and Commissioner Neuffer said that time is running short, perhaps this discussion could be delayed.

- i. Next TPMPD Board of Commissioners Regular Meeting is scheduled for Monday, March 14, 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 NEUFFER, SECONDED BY COMMISSIONER GENGLER, TO ADJOURN THE MEETING AT 9:15 P.M. MOTION CARRIED 5-0.**

A handwritten signature in cursive script, reading "Jeri Frangello-Anderson", written over a horizontal line.

Jeri Frangello-Anderson, Acting President of the Board of Commissioners

