

TUKWILA METROPOLITAN PARK DISTRICT

August 27, 2015 6:30 p.m.
VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Board President Kruller called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:37 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Joe Duffie, Verna Seal, Allan Ekberg, Kathy Hougardy, De'Sean Quinn and Kate Kruller.

Noted: Commissioner Hougardy was in transit to the meeting.

Pledge of Allegiance was lead by Commissioner Ekberg.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager, Kim McCoy Administrative Director and Brian Snure, Attorney

CONSENT AGENDA

MOVED BY SEAL, SECONDED BY DUFFIE TO APPROVE THE AGENDA. MOTION CARRIED 4-0.

CITIZEN COMMENTS (*Limited to 4 minutes*)

There were no citizen comments

CONSENT AGENDA

- a. Approve past meeting minutes: 5/28/2015
- b. Approve Voucher(s) 06-09-2015, 06-16-2015, 06-26-2015

MOVED BY QUINN, SECONDED BY DUFFIE TO APPROVE THE CONSENT AGENDA AS WRITTEN. MOTION CARRIED 4-0.

REPORTS

- a. Commissioner Report

Commissioner Ekberg attended the last Saturday fun event at the pool and noted that is was well attended. Everyone seemed have a good time and the noise level was not as high as he had anticipated.

Commissioner Duffie was on the panel for the hiring of the assistant manager and asked for a report on the result of that panel.

Mr. Perkins reported that Marissa Fitzgerald was offered the position and accepted. Ms. Fitzgerald will begin working on September 1, 2015. She is an excellent choice for this position.

Board President Kruller, who was also on the panel, reported that it was a well-run application process and feels the right person was selected.

Commissioner Hougardy joined the meeting at 6:39 p.m.

b. Executive Committee

Commissioner Duffie reported that at the Executive Committee Meeting the Employee Handbook was the main topic of discussion.

c. Administrative Director

Mr. McCoy reported that August was a busy month and a few new lifeguards were hired. The agendas and policies are available on the pool website. There will be more past meetings downloaded soon.

Board President Kruller stated that due to the voucher delivery schedule, the earliest the agendas will be published is the Monday before the meeting.

Mr. McCoy continued that he will send out notices for items to be listed on the agenda about two weeks before the deadline. Mr. McCoy announced that he will be on vacation from September 3rd through 13th and will be back at work on September 14th.

Mr. McCoy showed off the new T-shirts that Mr. Perkins has ordered for the pool staff.

d. Aquatics Manager

Mr. Perkins reported that White Water will be back in September. The pool will now be making deposits on a daily basis to the bank. Mr. Perkins has been talking to the school district that is interested in setting up an aquatic therapy class; date(s) are to be determined. This class may be combined with a PE class that is starting next week. This will be a daily class during the school year. The next pool staff meeting is Wednesday at 1:00 p.m. Marissa will be introduced to the staff and she will be primarily training staff and performing community outreach.

Mr. Perkins stated that Marissa is very strong in swim lessons and training staff on how to teach swimming. She will have Thursdays and Fridays off therefore, she will be in charge on the weekends.

e. Financial Support Services – GDM Financial Solutions

(1) Balance Sheet – July 31, 2015.

Mr. Dance gave his report on the balance sheet first. The pool's cash position is good.

(2) Profit and Loss – July 2015

Mr. Dance stated that the credit card clearing has not been doing as well as expected and that was due to a bad account number which has now been corrected; however, there was more money than the pool receipts. Mr. Dance spent a lot of time tracking down where the extra was coming from. It turned out the Rec1 had a glitch and was putting money in the pool's account that actually belonged to the Acworth Football and Cheerleading Association, therefore, this money needs to be returned to them.

**MOVED BY SEAL, SECOND BY HOUARDY TO CUT A CHECK AND RETURN THE MONIES
ERRONEOUSLY DEPOSITED TO THE POOL'S ACCOUNT. MOTION CARRIED 5-0.**

Mr. Dance will be sending Rec1 an invoice for his time in tracking down this issue. The football team is a non-profit. They had no idea where their money had gone and thanked Mr. Dance for calling their attention to this issue and returning the money to them.

Mr. Dance noted that the invoice for the land lease on the pool ground has not been received yet.

Commissioner Seal thought that this matter should be researched so the pool will not receive a large bill as a result of the lease not being paid.

Mr. Dance said the amount for the lease is already allocated and will not have a negative impact on the budget.

Board President Kruller would like to know the break even point, with all the equipment purchases and installation expenses, since taking over pool management.

f. Tukwila Pool Advisory Committee (TPAC):

- Agenda and minutes
- Chairperson report

Sheri Barr, Co-Chair of TPAC reported that the last meeting was a working meeting.

Board President Kruller stated that Mr. Snure has not reviewed the handbook as had been stated in the agenda.

Ms. Barr stated that TPAC would like to go back to five members, but there are only four members currently. There is now an attendance requirement in the by-laws of TPAC.

Commissioner Seal suggested that TPAC make a provision for members attending by phone if necessary.

Ms. Barr thought this is a good idea; however, the problem currently is members not communicating their intent to attend or not attend.

Board President Kruller attended a TPAC meeting and reported that to change the number of members a resolution would have to be passed. This needs to be researched by Mr. Snure and will be acted upon in September 2015.

TPAC recommendations are: slick pool flooring is a safety issue and needs to be addressed quickly, lighting is a maintenance issue and the noise abatement item is not a priority at this time.

BUSINESS ITEMS

a. Adopt Employee Handbook (Appendix A)

The Employee Handbook was reviewed by attorney, Brian Snure, by Chip McKenna of WCIA and by TPAC. They are provided here to consider for adoption.

- (1) A motion by the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) to adopt the Employee Handbook

MOVED BY DUFFIE, SECOND BY HOUARDY TO ADOPT THE EMPLOYEE HANDBOOK.

Mr. Snure stated that although he has not thoroughly reviewed the handbook, but so far sees no issues other than housekeeping issues.

Commissioner Seal stated that the immigration section is missing.

Mr. McCoy has the red lined version of the handbook and will be sending it to Board President Kruller for distribution to the Board.

Mr. Snure will thoroughly review the handbook and give a presentation on the handbook at the next meeting.

SECOND AND MOTION TO ADOPT IS WITHDRAWN

- b. TPMPD Governance Change – Status update (discussion)
Confirmation of acceptance by King County Elections

- (1) Letter - Order of the Director of King County Elections dated 2015-08-14 (for information only) in the packet.
- (2) Key dates for the November 3, 2015, general election (for information only)

There is a Pro Committee, no Con Committee. The website will be updated with the key dates to file for office.

- c. Washington State Auditor's Office Audit – Letter of Representation, 08-10-2015 – (For information only) formality
- d. Maintenance and CIP Update – (discussion)

CIP issues for the most part have been raised to TPAC for study and review. Staff will notify TPAC and the BoC of items they believe to be of high priority as regards safety or operations.

- (1) Pool & Shower Room Floor Surface: Mr. Perkins is talking to the company that installed the floor for options to fix the problem and check out warranty issues.

Commissioner Duffie would like the floor repair put as a main priority.

- (2) Natatorium Lighting Replacement: replacing the bulbs, renting a lift to replacing the tubes. Explore Seattle City Lights rebates for instant on LED bulbs.

Mr. Perkins will bring prices to the Board on replacing the bulbs before a decision will be made. The issue could also be the ballast in the fixtures. He will bring costs for both to the next meeting.

- (3) New Locks on Lockers (new item)

Mr. Perkins is going to change cores on the lockers and this should fix the issues with the lockers not locking.

Mr. Perkins also commented about the sewage back up at the pool and that Valley View blew the sewer out. The issue was caused by tree roots.

- e. Marketing for September Special Event

The September Pool Event is 'Safari at the Pool' on Sept. 19th. October's Event will be the Pumpkin Plunge.

- f. Next TPMPD Executive Committee meeting is Thursday, September 10, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168.
- g. Next TPMPD Board of Commissioners meeting is Thursday, September 24, 2015 at 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

MISCELLANEOUS

None

ADJOURNMENT

7:58 p.m. MOVED BY DUFFIE, SECONDED BY SEAL THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 5-0.

Kate Kruller, President, Board of Commissioners