

TUKWILA POOL METROPOLITAN PARK DISTRICT

**July 23, 2015 - 6:30 p.m.
Valley View Sewer District Conference Room**

BOARD OF COMMISSIONERS MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Kruller called the regular meeting of the Tukwila Pool Metropolitan Park District (TPMPD) to order at 6:50 p.m. Pledge of Allegiance was lead by Kathy Hougardy.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

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

TUKWILA METROPOLITAN POOL OFFICIALS

Kim McCoy, Administrative Director.

CITIZEN COMMENTS

Vanessa Zaputil, 15171 52nd Ave S., stated that it would be helpful to receive the agenda the Friday before the meeting. She suggested posting it on the website for ease of access. Further, she commented on item 6b on the agenda dealing with the change in governance. The dates for the special filing period were missing in the materials.

Commissioner Hougardy stated that August 7th is the deadline and it is a limited time for candidates to file for Commissioner positions.

Board President Kruller stated that she will post those dates as soon as she has the official information; however, for those interested, they can go directly to King County Elections to get the information and find the process to apply.

Commissioner Quinn asked that a link be put on the TPMPD website to the King County Election website.

Commissioner Ekberg stated that the dates of the filing period were in the memo from the attorney at the previous meeting.

Mr. McCoy said that Proposition One did include candidates; however, the response letter from King County did not mention candidates. He will follow up with the County to ensure candidates' positions are included in the ballot measure.

CONSENT AGENDA

- a. Approve past meeting minutes: 6/25/2015
- b. Approve Voucher(s) 07-09-2015, 07-14-2015, 07-22-2015

MOVED BY DUFFIE, SECONDED BY HOUGARDY TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED 5-0.

REPORTS

a. Commissioners

Commissioners Duffie and Board President Kruller attended the Cardboard Boat Races Event at the pool. It was great fun and they thanked TPAC for the great work and coordination in putting the event together and making sure everyone had a good time.

Board President Kruller mentioned that TPAC is struggling to fill their membership goals and asked people to spread the word that there are opportunities to join.

b. Executive Committee

Commissioner Duffie attended this meeting and many other people were at the meeting.

c. Administrative Director

Mr. McCoy reported that the swim classes are filling up and the pool is hiring more lifeguards and instructors as needed. One of his goals is to get public records in a position where the public has access to them. He will be copying files from City of Tukwila on to the TPMPD site.

d. Aquatics Manager

Mr. McCoy stated that on page 10 of the packet, it shows that four new staff members have been hired and the pool is expanding lessons. Aerobic classes are also continuing. Pool contamination continues to be an issue. There were three shut downs this month due to contamination. Solutions to this issue are being researched. Communication with parents of children five years and under to have the proper gear on their children will help counteract this issue. Mr. Perkins is still working on hiring an Assistant Aquatics Manager.

e. Financial Support Services – GDM Financial Solutions

Mr. Dance was unable to attend the meeting. Board President Kruller went over the report Mr. Dance submitted and those reports are in the packet.

- (1) May 31, 2015 Balance Sheet
- (2) 2015 Jan-May Budget vs. Actuals
- (3) Update on audit by State Auditor's Office

Board President Kruller went over the high points of Mr. Dance's report. Mr. McCoy reported that the State Auditor's Office audit was a financial audit from 2011- 2014. They have all documentation needed and their findings should be completed and published by July 31, 2015. Exit conference will be August 10th at 1:00 p.m. at the pool.

f. Tukwila Pool Advisory Committee (TPAC):

- (1) TPAC Chair report

Vanessa Zaputil reported that the TPAC has completed the draft of the employee handbook. A special meeting of TPAC will be held on Monday to complete the work on those policies and will provide the board with those recommendations at the next TPMPD meeting.

TPAC is implementing ideas such as installing a white board in the lobby for messages from the pool to the public and a meet the staff photo board. The marketing group is continuing to provide

lesson information to the schools and input for the fall brochure and schedule. There will be open swims on school holidays except Thanksgiving and Christmas and the schedule will also include early release Wednesdays swims. Handouts were provided to the school district to inform the parents of these swim opportunities.

There were eleven teams that competed in the Cardboard Boat Races. Ms. Zaputil thanked the marketing group; Jeri Frangello-Anderson, Ellen Gengler, Diane Meyers, Christine Neuffer, Sheri Barr and other volunteers for their time and effort in providing a fun event. Thank you to Appliance Distributors for the donation of the cardboard and Home Depot for donating the duct tape.

The next event is a circus themed event on the third Saturday of August. In conjunction with this event, Dave Puki has offered to run a Picnic at the Pool BBQ as a fund raiser for the scholarship fund,

TPAC requests to review on any CIP projects in this agenda packet before any decisions are made.

(2) TPAC Draft Minutes May 2015

BUSINESS ITEMS

- a. Appendix B: Adopt Revised TPMPD General Operating Policies
 1. A motion of the Board of Commissioners of the Tukwila Pool Metropolitan Park District amending General Operating Policies.
Why amended; Recommendation to adopt (Appendix A)

TPMPD 312 - Facility Use and Rental Policy
TPMPD 335 - Head Injury, Concussions and Sudden Cardiac Arrest
TPMPD 350 - Facility Use Rules TPMPD 355 - Sex Offenders
TPMPD 360 - Pool Contamination Guidelines

The revisions were mostly minor changes and cleaning up language issues. Policy 360 had a major revision. Mr. Perkins has completed working on these revisions and they are presented in the packet.

MOVED BY DUFFIE, SECONDED BY QUINN TO APPROVE THE AMENDMENTS AS SUBMITTED. MOTION CARRIED 5-0.

- b. TPMPD Governance Change – Appointment of Pro/Con Committee Members
 1. Letter from King County Department of Elections: Request for Special Election, Acknowledgement of Receipt.
 2. Applications for Pro/Con Committees
 3. Recommendations, deadlines
 - a. August 4: Select 'Pro' group, report back to King Country Elections using Pro/Con committee appointment form
 - b. Submit additional statements per the letter

Mr. McCoy stated that in the packet, on page 32, is the letter from King County stating Proposition One will be on the ballot. The explanatory statement will be included in the voters' pamphlet. If there are any changes to the explanatory statement, those must be submitted by August 7th. Two people applied for Pro Committee and the application is now closed. For Con Committee there were no applications.

Jacque Carroll and Diane Meyers are officially appointed by the Board as the Pro Committee.

Mr. McCoy will complete and submit the committee forms by the end of the week. The Pro Committee must submit their statements by August 13th. Candidates for Commissioner positions should go to King County Election website. Mr. McCoy will send out a press release about the election.

c. Insurance Matters - Travelers for Boiler Room Policy Name Correction

Mr. McCoy contacted the insurance agent and they will ensure the name is corrected.

d. WCIA 2015 COMPACT Audit and Annual Review, Supplemental Insurance

The report is will be available online. There are mandatory background checks that need to be done and the form WCIA wants used is on page 43, Reference Release Form [Exhibit A]

WCIA mandatory background checks on all employees are required. If the Board is satisfied with the form, Mr. Perkins will implement the background checks.

MOVED BY HOUARDY, SECONDED BY QUINN TO AMEND THE POLICY TO USE THE MANDATORY BACKGROUND CHECK FORM WHEN HIRING. MOTION CARRIED 5-0.

e. Maintenance and CIP

TPMPD Board of Commissioners is being asked to review and prioritize the following activities and projects:

1. Flooring- the finish currently requires lots of maintenance and easily becomes slick.
2. Natatorium Lighting Replacement
3. Natatorium Noise Abatement – Material quote
4. UV water treatment supporting documentation

Commissioner Quinn said that if any of these CIP project are safety issues, they need to be handled quickly.

Commissioner Hougardy and Commissioner Duffie feel the floor is a safety issue that needs to be repaired as soon as possible and should take priority.

Commissioner Ekberg says that pricing is needed as well before going forward to make sure the repair is within budget.

Mr. McCoy believes that Mr. Perkins is researching prices for the flooring and Mr. Perkins is currently running a test on a different floor finish.

- f. Tukwila School District replaced back of facility paving
- photos before / after [Exhibit B]
 - recommend: Thank you letter to school district

Board President Kruller will send a thank you letter to the school district for replacing the damaged pavement.

g. Marketing for August Special Event

- (1) [Exhibit C] August Event – Circus Theme on August 15, 2015

h. Next TPMPD Executive Committee meeting is Thursday, August 13, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168

i. Next TPMPD Board of Commissioners meeting is Thursday, August 27, 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

8:20 p.m. MOVED BY DUFFIE, SECONDED BY QUINN TO ADJORN THE MEETING. MOTION CARRIED 5-0.

Kate Kruller, President, Board of Commissioners