

**TUKWILA METROPOLITAN PARK DISTRICT**

**May 28, 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 6:30 p.m.

The Pledge of Allegiance was led by Jeri Frangello-Anderson.

**TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

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

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

**TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES**

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

**CONSENT AGENDA**

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

Board President Kruller stated that the limit to citizen comments has been increased to four minutes at this time.

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

**Christine Neuffer, 13813 37<sup>th</sup> Ave S.**, stated that Sustain Tukwila Pool Committee feels that a new governance to an independently elected commission would be consistent with sound financial practices. The committee believes residents would be willing to serve in the pool's best interest. If these commissioners' are independently elected, they would be directly accountable to the citizens. The current board has already established a good foundation for our future leaders.

**Vanessa Zaputil, 15171 52<sup>nd</sup> Ave S.**, feels that a one-step approach to electing new commissioners is the best option. When this idea is brought before the citizens, the how and why this ballot measure is up for a vote is very important. Citizens need to have the proper information so they can make informed decisions. Electing new commissioners will empower the citizens.

Commissioner Quinn joined the meeting at 6:40 p.m.

**CONSENT AGENDA**

- a. Approval of Minutes: 4/30/2015 (*Special Meeting*)
- b. Approval of Vouchers: 5-11-2015, 5-14-2015, 5-22-2015

**MOVED BY SEAL, SECONDED BY HOUGARDY TO APPROVE THE CONSENT AGENDA. MOTION CARRIED 6-0.**

## **REPORTS**

### a. Commissioners

Commissioner Duffie attended the TPAC meeting and was very impressed how smoothly it flowed. He stated that there is a meeting room available for the TPAC if they would like to use it.

Commissioner Hougardy reported that she enjoyed working with the community during the Spring Clean Up event.

Board President Kruller thanked all involved in the last pool event, Pirates of the Pool, and all the volunteers who participated in the pool grounds clean up, especially Mr. Puki who donated his time and tractor to mow the lawn.

### b. Executive Director Committee Meeting

Board President Kruller recommended this title be changed to Executive Committee Meeting as there is no Executive Director at this time. The consensus of the Board was this change was acceptable.

### c. Administrative Director

Mr. McCoy reported that Rec1 is up and running and that online registration is now functioning; however, the invoice portion of the software is still a work in process. Birthday party rentals and a few other things are not currently available online but are in the queue.

The State audit went as well as expected. All the questions were about the 2013 & 2014 years and the City Staff was very helpful in answering the questions for the interview.

### d. Aquatics Manager

Mr. Perkins stated that swim lessons are ready for the City Staff kids if the parents are interested. Rec. One is working well. Online registration is working; however, sign-ups are slow, but hopefully, this will pick up when school is out for the summer. The Pirates at the Pool Event was well attended and everyone had fun, the Pirates were awesome. The White Water Swim Club would like to hold meets at the pool and dates are being discussed for this to happen.

The Museum of Flight Day Camp wants to have exclusive swim time for their participants. Evidently, they have been doing for the past ten years at this pool. Mr. Perkins will get more information on this practice and will offer the Day Camp alternatives so the pool will not have to close during those times.

More swim instructors are needed. So if anyone is interested, or knows someone qualified, please have them contact Mr. Perkins.

Mr. McCoy has been looking into purchasing a riding lawn mower for grounds maintenance. It can be stored in the pool basement. He gave the Board an idea of the price range depending on the model and accessories.

The Board discussed this possibility; however, there are liability and insurance issues with this purchase, i.e., who would be operating the mower? The idea of entering into an ILA with the school district to include the grounds in their mowing schedule was discussed and Mr. McCoy or Mr. Perkins will look into this possible arrangement. Also, the flowerbeds and edging would also need to be maintained. The consensus of the Board was to look at alternatives to buying a mower and to look for other volunteer groups who might be interested in maintaining the flower beds and doing the trimming.

### e. Financial Support Services - GDM was not able to attend. Kruller read his notes referring to the report in the packet.

Board President Kruller read Mr. Dance's comments into the record.

"I have attached an annotated set of financial statements that mirror those in your meeting packet, except they also include some comments and highlights that will have to take the place of me being with you in person.

The highlights are as follows: (The numbers correspond to the annotations on the pages attached).

1. The Real Estate Tax proceeds came in strong in April and continue into May. We revised the budget for these proceeds to more closely harmonize with their actual receipts. I spoke of this at the last meeting and you will see the results of this on page 3/5. I have also included an 'Appendix' where you can see the graphical representation of these proceeds.
2. The City of Tukwila still owes us a small "winding up" balance of \$7,703.20 as noted on page 1/5.
3. Note 3 is all about the Real Estate tax proceeds referenced above and in the Appendix.
4. Total Cultural and Recreational Revenue appears to be leveling off. (See page 3/5). It will be interesting to see what happens in the Spring and Summer.
5. Total revenue from rents took a big bump in April – Dave can explain the source of the \$4,000+ contract that was signed. (See page 3/5)
6. Expenditures for Electricity in April show a large increase (see page 4/5). This was due to paying a past due balance from the City days. In other words, an expenditure that really belonged in 2014.
7. Total Operational Expenditures shown on page 5/5 seem to be settling in nicely to the projected budget amount of \$47,470.

Well, those are the exciting highlights. If I was there in person, they would be more exciting because I could answer some questions."

- e. Tukwila Pool Advisory Committee (TPAC):
- Agenda and minutes
  - Chairperson report

Vanessa Zaputil gave a marketing update and said the Pirate of the Pool event was very successful. The next event is Dive On In on June 20th. The flyers for this event will go out via the Backpack Express program through the schools. TPAC is working on the policy handbook and hopes to have that project done by the July meeting and will bring it to the Board. The Spring Clean Up event went very well and the grounds look wonderful.

Quinn left the meeting at 7:38 p.m.

## **BUSINESS ITEMS**

- a. State Auditor's Office Update  
The questions were answered mostly by the City Staff and they were very helpful in providing necessary information.
- b. Adopt Proposed TPMPD
- TPMPD 310 - Operating Hours and Holiday Closures
  - TPMPD 312 - Commercial Use of District Facilities
  - TPMPD 315 - Facility Rentals
  - TPMPD 320 - Admissions and Refunds
  - TPMPD 330 - Gender Equity in Programming
  - TPMPD 335 - Head Injury, Concussions and Sudden Cardiac Arrest
  - TPMPD 350 - Facility Use Rules
  - TPMPD 355 - Sex offenders
  - TPMPD 360 - Pool Contamination Guidelines

Mr. Snure advised the Commissioners to not approve proposed policies # 312 or #315, #330, #335, #350, #355 and #360 for various reasons. Mr. Snure will combine #312 and #315 into one, and will transform #330 into a no discrimination policy. The rest of them need more review by other entities.

**MOVED BY HOUARDY, SECONDED BY DUFFIE TO ADOPT ONLY POLICIES #310 AND #320 MOTION CARRIED 5-0.**

c. MRSC Rosters Model Small Public Works, Consultant and Vendor Rosters Resolution (For Information Only)

MRSC Contract process is in progress – effective June 1, 2015.

- Application/Contract Complete; Payment in progress \$120 payment.

d. Tukwila Pool Metropolitan Park District Governance Review

The Board of Commissioners of the Tukwila Pool Metropolitan Park will hold a forward-looking discussion on governance to learn about options and discuss what steps and processes need to be in place to make future changes.

The Board had asked Mr. Snure to bring his research to this meeting concerning the options that are available for elections. He stated that in his opinion, after consulting with other legal sources, it would be in the best interest of all to change governance and elect a new board on the same ballot. Holding two elections would be very costly and could be confusing.

The Board discussed this issue at length and the consensus of the Board was one ballot for both decisions is the best option. Mr. Snure will report to the Board at the June meeting the cost differences between one ballot and two ballots to ensure that one ballot is still the best option.

Mr. Snure stated that a draft resolution will need to be done by the June meeting and finalized at the July meeting in order to have the measure on the November ballot. Mr. Snure will be available to provide that to the Board. The Board would be responsible for appointing both Pro and Con Committees for the voter pamphlet and the attorney would form the description of the ballot measure. The Board may also form the objective statement; however, Board members cannot tell the public how to vote. Mr. Snure also stated that if a Board Member is up for City Council re-election this November, they would not be able to run for TPMPD Commissioner as well.

e. TPMPD Attorney Memorandum – Form of Governance Updated from April 30, 2015 Version 05-12-2015

Mr. Snure provided the update on the form of governance to the Board.

f. Fire & Security Alarm update (for informational purposes):

- (1) contract ACE FIRE & SECURITY SYSTEMS Fire Inspection & Services Agreement, radio installation 05/20/2015
- (2) CUSTOM Security Systems Monitoring Agreement 05/22/2015

Mr. McCoy stated that the fire alarm was not working and received bids to fix or repair the system. Ace Fire and Security Systems was the best bid for this project and the contracted amount is in the budget. The annual inspections and annual updates will be billed to the pool on monthly basis.

The security system working as expected and access codes are being monitored.

g. Appendix B – June 20<sup>th</sup>, 2015 Tukwila Pool Special Event

Vanessa Zaputil reported that the next event is Saturday, June 20<sup>th</sup> and the theme is "Dive On In. The cost is \$3 per person.

- h. Next TPMPD Executive Director Committee meeting is Thursday, June 11<sup>th</sup>, 2015, 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144<sup>th</sup>, Tukwila, WA 98168.
- i. Next TPMPD Board of Commissioners meeting is Thursday, June 25<sup>th</sup>, 2015, 6:30 p.m. at Valley View Sewer District, Conference Room located at 3460 S. 148<sup>th</sup> Suite 100, Tukwila, WA 98168.

### **MISCELLANEOUS**

None

### **EXECUTIVE SESSION**

The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110.1g.

Board President Kruller called the Executive Session at 8:30 p.m. and will last until 8:40 p.m.

At 8:40 p.m. Board President Kruller reconvened the meeting

### **ADJOURNMENT**

**8:40 p.m. MOVED BY DUFFIE, SECONDED BY SEAL THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 5-0.**

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Kate Kruller, President, Board of Commissioners