

TUKWILA POOL METROPOLITAN PARK DISTRICT

November 19, 2015 6:30 PM
VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM

BOARD OF THE 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.

Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager, Kim McCoy, Administrative Director

CONSENT AGENDA

MOVED BY HOUGARDY, SECONDED BY EKBERG TO CHANGE THE ORDER OF THE AGENDA AND HEAR ITEM 6 (PUBLIC HEARINGS) AND ITEM 7 (BUSINESS ITEMS) FOLLOWING ITEM 4 (CONSENT AGENDA). MOTION CARRIED 5-0.

CITIZEN COMMENTS (limited to 4 minutes)

Marie Parish 4430 S 150th ST, wanted to express her gratitude for the commissioners. Marie felt it was important for veteran public officials to take control of this project before it was turned over to a new board. Marie felt it was very important for the community to save the pool. Marie again expressed her appreciation for the dedication and hard work of the commissioners.

Comments: Commissioners Duffie and Kruller thanked Marie Parish for her comments.

CONSENT AGENDA

- a. Approve past meeting minutes: 10-22-2015
- b. Approve Voucher(s) 10-27-2015; 11-03-2015; 11-10-2015; 11-12-2015

Discussion: Board President Kruller commented that she has read the vouchers and that they were sound.

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

PUBLIC HEARINGS

a. Public Hearing 2016 General Tax Levy options

Staff Reports:

Brian Snure: There are two primary revenue sources, taxes and pool user fees. The focus of tonight's hearing is on your tax levy authority. When the pool district was created, the voters authorized TMPD to levy a tax rate of 15 cents per \$1000 of assessed property value. As assessed values go up, tax rates tend to go down. TMPD can, by law, only increase taxes by 1% per year (initiative 747). Over time, as assessed values go up, the 15 cent tax rate would go down. If assessed values went down, the rate could go up. Because TMPD is a pool district it actually has a 75 cents per \$1000 tax capacity. Even though voters only approved a 15 cents per \$1000 levy, under state law TMPD may impose a 75 cent per \$1000 rate.

Options:

- a. Levy 15 cents per \$1000 (approximately 4.83% of overall tax revenues) may generate \$790,000
- b. 1% increase over what was levied last year (\$754,000) may generate \$761,000
- c. Levy anything from 15 cents per \$1000 up to 68 cents per \$1000 may generate from \$752,000 to \$3,596,000

It is up to the board to determine what option best meets the needs of the pool district and budget.

All the options are legal; there is a legal question about whether TMPD can levy more than the 15 cents per \$1000 based on the voters' approval. It is the Department of Revenue's and King County's position that this is permitted.

Brian Snure recommends that the board adopt option a or b.

Public Comments:

Marie Parish 4430 S 150th ST, expressed that it was good to hear the report from Brian Snure. Marie reported that during discussions with her neighbors it was noted that the voter pamphlet said the tax rate would not increase. Marie recommends not choosing to levy an amount over what has been approved by the voters.

Commissioners' Comments: Board President Kruller reported that the information in the pamphlet was made by a committee other than this body.

Robert Neuffer 13813 137th S, advises keeping the rate at 15 cents per \$1000 and letting the new commission decide how to adjust for the future.

Vanessa Zaputil 15171 52nd Ave S, wanted to draw attention to the TPAC report recommendation of adopting the 15 cents per \$1000 levy option.

Board President Kruller closed the Public Hearing

Comments:

Commissioner Hougardy supports the 15 cents per \$1000 levy option

Brian Snure reported that there would be a 4.83% increase over last year if the 15 cents per \$1000 levy option is kept in place. This is because assess values went up 4.83%. This increase would be higher than the rate of inflation that the state uses.

Commissioner Duffie asked if the resolution options can dictate how funds are spent, and Brian Snure reported that the resolutions do not.

BUSINESS ITEMS

a. Motions to pass the resolutions regarding the 2016 General Tax Levy

(1) A resolution of the Board of Commissioners of the Tukwila Metropolitan Park District establishing a substantial need to increase the regular property taxing limit factor above the rate of inflation.

[Resolution 2015-10]

**MOVED BY HOUGARDY, SECONDED BY QUINN THAT THE RESOLUTION BE READ BY TITLE ONLY.
MOTION CARRIED 5-0.**

Brain Snure read resolution 2015-10

**MOVED BY HOUGARDY, SECONDED BY QUINN THAT THE RESOLUTION BE APPROVED AS READ.
MOTION CARRIED 5-0.**

(2) A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park District increasing the regular levy from the previous year, commencing January 1, 2016, on all property, both real and personal, in compliance with RCW 84.55.120. *[Resolution 2015-11]*

**MOVED BY HOUGARDY, SECONDED BY DUFFIE THAT THE RESOLUTION BE READ BY TITLE ONLY.
MOTION CARRIED 5-0.**

Brain Snure read resolution 2015-11

Discussion:

Commissioner Ekberg believes that this is the motion expected by the taxpayers.

Commissioner Quinn suggested that one of the last communications to come out of this body should communicate how assessed values are determined and why they go up. He feels it important to frame this information from the perspective of MPD.

Board President Kruller commented that, this year, the pool was not operational for a month. Following the remainder of this year TMPD will have a pseudo baseline for how much it takes to operate a pool. Next year will provide a real baseline. This year TMPD had more expenses than revenues.

**MOVED BY HOUGARDY, SECONDED BY QUINN THAT THE RESOLUTION BE APPROVED AS READ.
MOTION CARRIED 5-0.**

(3) A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park District levying the general taxes for the fiscal year commencing January 1, 2016 on all property, both real and personal within said district *[Resolution 2015-12]*

**MOVED BY HOUGARDY, SECONDED BY QUINN THAT THE RESOLUTION BE READ BY TITLE ONLY.
MOTION CARRIED 5-0.**

Brian Snure read resolution 2015-12.

**MOVED BY HOUGARDY, SECONDED BY DUFFIE THAT THE RESOLUTION BE APPROVED AS READ.
MOTION CARRIED 5-0.**

b. TPAC Membership

A motion by the Tukwila Pool Metropolitan Park District Board of Commissioners (TPMPD BOC) to accept TPAC application(s)

MOVED BY EKBERG, SECONDED BY HOUGARDY TO APPOINT CHRISTINE SELLECK TO THE TPMPD TUKWILA POOL ADVISORY COMMITTEE. MOTION CARRIED 5-0.

- (1) TPAC New Member Applicant(s)

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

Board President Kruller called for an Executive Session at 6:57 p.m for four minutes.

Board President Kruller called for a three minute extension of the Executive Session at 7:01 p.m.

Board President Kruller reconvened the meeting at 7:04 p.m.

BUSINESS ITEMS

c. Credit card account and payroll adjustment

- (1) Credit card misuse reconciliation process for former employee
- (2) Reimbursement request

Brian Snure reported that when Mr. Burke was a contractor with the District he had a contract with the county that entitled him to reimbursements for his District credit card. He reported that Mr. Burke admitted to misusing the credit card in the amount of \$916.68. TMPD has requested that Mr. Burke repay that amount. Mr. Burke has now submitted an expense report of approximately \$2,700 and deducted his outstanding debt of \$916.68 from this figure. Staff has reviewed and adjusted his reimbursement request. Mr. Burke included charges related to the retreat that are were not reimbursable. The amount that would be appropriate to give Mr. Burke to settle this matter would now be \$1213.83.

MOVED BY EKBERG, SECONDED BY HOUGARDY TO APPROVE THE REIMBURSEMENT OF 1213.83 TO MR. BURKE FOR EXPENSES INCURRED AS A FULL ACCORD AND SATISFACTION OF HIS EXPENSES. MOTION CARRIED 5-0.

d. Proposed 2016 Budget (discussion)

Latest revision, comments, and next steps on the budget

Board President Kruller reported that inputs have included recommendations from Commissioners, staff and the governing body elect. TMPD has an initial baseline template filled out with numbers through October 2015 with Allan Dance. Board President Kruller worked directly with Dave Perkins to review budget items and then confirmed with Commissioner Seal. Board President Kruller believes that the proposed budget is fiscally sound and responsible and reported that she would support this budget if she were continuing in TMPD governance.

Page 50 of the packet should indicate that the Administrative Director is to receive wages of \$50,000, not \$45,000 for the 2016 budget. Current wages for the aquatics manager is \$50,000 for 2015 and has now moved up to \$55,000 for 2016.

Commissioner Quinn reported that Dave Perkins, Aquatics Manager has excelled in his required duties and performed extremely well. Quinn feels comfortable with the proposed adjustment.

MOVED BY QUINN, SECONDED BY DUFFIE TO AMEND THE BUDGET TO MOVE THE AQUATICS MANAGER'S INCOME UP TO \$55,000 AND TO MOVE THE ADMINISTRATIVE DIRECTOR'S INCOME UP TO \$50,000. MOTION CARRIED 5-0.

MOVED BY DUFFIE, SECONDED BY HOUGARDY TO APPROVE THE ENTIRE BUDGET FOR 2016 FOR ADOPTION AS AMENDED. MOTION CARRIED 5-0.

Commissioner Hougardy was excused at 7:15 p.m.

Change – Status update (discussion)

(1) Tukwila Pool Metropolitan Park District Proposition 1

The following people were elected by the voters:

- Position one: Vanessa Zaputil (6 year term)
- Position two: Ellen Gengler (6 year term)
- Position three: Christine Neuffer (4 year term)
- Position four: Jerry Frangello-Anderson (4 year term)
- Position five: Dave Puki (2 year term)

f. Motion by the Tukwila Pool Metropolitan Park District Board of Commissioners (TPMPD BOC) to schedule a special meeting to administer the oath of office to incoming TPMPD Board of Commissioners-elect at 6pm, Monday, November 30, 2015 at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168

MOVED BY QUINN, SECONDED BY DUFFIE TO SCHEDULE A MEETING ON MONDAY, NOVEMBER 30th 2015 TO ADMINISTER THE OATH OF OFFICE TO INCOMING TPMPD BOARD OF COMMISSIONERS ELECT. MOTION CARRIED 5-0.

A public notary will be present at the meeting.

g. Next TPMPD Executive Committee meeting is proposed for Thursday, December 3, 2015 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 is proposed for Thursday, December 17, 2015, 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

REPORTS

a. Commissioners

(None)

b. Executive Committee

(None)

c. Aquatics Manager

Dave Perkins reported that registration started yesterday. TMPD has already brought in \$2000. Last month TMPD made \$8700. TMPD expects to be a little down because of the Thanksgiving vacation. TMPD is currently working on training front staff on how to teach lessons; they no longer have to be a lifeguard. TMPD had to let the systems manager go and will work to replace the position. TMPD doesn't

plan to change the pay grade. This Saturday is a special event at the pool, the turkey race. TMPD is experimenting with the filtration system to reduce costs. The gutters have been cleaned. There will be 4 head guards, with one being present at all open hour times.

d. Administrative Director

Kim McCoy reported that he was able to host links to all the relevant historical TMPD documents online. Mr. McCoy reported that the cost would have been \$30,000 to use the same software as the city, so an alternative was used. Mr. McCoy also reported that there is a failed pump that needs to be replaced; the new one should cost \$1300. There is an exhaust fan that needs to be replaced for \$2600. There is an actuator that needs to be replaced for around \$900.

Mr. McCoy reported that contract documents for the flooring consultant have been submitted to Brian Snure for review. The contract is for \$690.

Comments: Board President Kruller wanted to thank Kim McCoy for his efforts to digitally publish commissioner document and for saving TMPD resources in doing so.

e. Financial Support Services – GDM Financial Solutions

- (1) Balance Sheet – October 30, 2015
- (2) Profit and Loss – October 2015
- (3) Budget Vs. Actuals January – October 2015
- (4) Property Tax Proceeds Chart 2015 Budget Vs. Actual

Allan Dance reported that currently there is an ability to check tax revenue balances every day and record said balance into TMPD systems. On Tuesday, November 10th, Mr. Dance checked the balanced and noticed that there had been an overnight drop of \$269,000 from the main TMPD account. Mr. Dance immediately responded by checking in with King County to see what had happened. Mr. Dance reported that this is the second time this type of incident has happened; the first being in June for \$100,000. Mr. Dance reported that there is a person at King County that is the overseer of the special districts. Mr. Dance reported that this overseer had been on leave when the drop occurred and that it is believed another individual is responsible for the drop. On Monday, the 16th of November, the money was returned to the account.

Mr. Dance asked the appropriate King County official what can be done to prevent this from happening again. The official was unable to promise that it would not happen again.

Commissioner Quinn recommends that TMPD preserve documentation of this event, write a letter to King County expressing TMPD's concern, and to file a formal complaint.

Board President Kruller offered to assist in the composition of a letter to King County.

Mr. Dance explained that all King County property taxes are automatically distributed into a US Bank account. Mr. Dance suggested the potential for having a daily automatic transfer of funds from the King County account into a separate account.

The possibility of automatically transferring funds daily from the King County account into a private account will be investigated.

Mr. Dance explained that the second largest revenue month is October, with April being the first. He explained that TMPD is ahead of goals by \$57,000. The budget for systems and repairs was exceeded significantly.

Commissioner Duffie expressed his thanks for the work Mr. Dance provided.

Board President Kruller expressed her thanks for the work Mr. Dance provided and explained that contract discussions will happen in December.

f. Tukwila Pool Advisory Committee (TPAC):

- (1) TPAC Chair report
- (2) TPAC Minutes of October 3, 2015

Vanessa Zaputil, TPAC Chair, distributed a document of the TPAC 2015 list of accomplishments.

Chairperson Zaputil reported that TPAC held two meetings this month. A regular meeting was held where we got to meet the new TPAC applicant Christina Selleck. TPAC had a regular marketing update. TPAC recommended that 2000 extra brochures be provided for community events. TPAC had a regular staff update and continued working on the welcome packet. TPAC had a high level budget overview, had a budget work session, and provided input to staff. TPAC was unable to come up with a formal recommendation on the budget because necessary information was unavailable at the time.

TPAC Chairperson Zaputil formally resigned her position. Chairperson Zaputil was asked by Jerry Frangello-Anderson and Ellen Gengler to formally resign on their behalf. Ms. Zaputil said that it had been a fun four years and she looks forward to the next chapter.

Board President Kruller expressed her thanks for Ms. Zaputil and the other members of TPAC. Board President Kruller hopes TPAC recruitment and officer selection goes well.

Ms. Zaputil reported that she secured a meeting space for TPAC through 2016 at TCC.

MISCELLANEOUS

Kim McCoy welcomed and congratulated the incoming governing body and expressed his thanks for the work of the current and previous commissioners.

Dave Perkins expressed how he appreciated the support he received from the board and TPAC.

Board President Kruller wished Kim McCoy and Dave Perkins success for the future.

ADJOURNMENT

7:48 p.m. MOVED BY DUFFIE, SECONDED BY QUINN THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 5-0.

Kate Kruller, President, Board of Commissioners

Tukwila Metropolitan Park District Mission, Vision, Core Values and Goals

Mission Statement

The mission of the Tukwila Pool Metropolitan Park District is to provide the best run municipal aquatics program in the state.

Vision Statement

Our vision is to provide a sustainable and efficient pool that exceeds the community's needs.

Core Values

- **Programming** – Offer programming and public use times that are responsive to the demands of the community and contribute to the overall health and wellness of the community.
- **Education** – Offer an aquatic education program to teach the lifelong skill of swimming and promote safe behaviors in, on and around the water to individuals of all abilities.
- **Dependability/Sustainability** – Conduct business in a manner that ensures the community can come to depend on aquatics as an available service they can enjoy for generations to come.
- **Atmosphere** – We will create an inviting, supportive, and caring atmosphere that community members have ownership of and want to be a part of.
- **Partnership** – Foster a spirit of collaboration and creativity in order to be prepared to work with other community service providers to enhance the services available for community members.
- **Fun** – Work at providing fun and enjoyable activities for all ages and abilities

Goals:

- A. To operate a financial self-sustaining aquatics program.
 - a. Develop long term plan
 - b. Ensure efficient operations
 - c. Capitalize on grants/funding opportunities
 - d. Develop business partnerships
- B. To provide a pool that is a safe haven.
 - a. Maintain and provide continued training to ensure qualified lifeguards and staff
 - b. Ensure a safe and healthy place to recreate and learn
 - c. Protect kids
 - d. Coordinate water safety education
- C. To be welcoming and inclusive to all.
 - a. Create an inviting facility
 - b. Address transportation needs
 - c. Maintain high performance employees
 - d. Eliminate barriers
- D. To maintain and support community involvement in the pool.
 - a. Address transportation for kids
 - b. Promote swimming within school district(s) physical education programs
 - c. Develop regional partnerships
 - d. Growing investments
- E. To provide creative and relevant programs
 - a. Provide long-term aquatic operations
 - b. Deliver swim opportunities to all in the District
 - c. Have the best swim team in the state
 - d. Offer free open swim – community swim
- F. To provide annual performance reporting to the community.
- G. Continue to review governance.