

## TUKWILA POOL METROPOLITAN PARK DISTRICT

October 22, 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 6:35 p.m.

#### TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Joe Duffie, Verna Seal, Kate Kruller and Allan Ekberg.

**MOVED BY DUFFIE, SECONDED BY EKBERG TO EXCUSE HOUGARDY AND QUINN. MOTION CARRIED 4-0.**

Pledge of Allegiance was lead by Dave Perkins.

#### TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager, Kim McCoy, Administrative Director

#### CONSENT AGENDA

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

Commissioner Hougardy joined the meeting at 6:34 p.m.

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

**Vanessa Zaputil 15171 52<sup>nd</sup> Ave S**, had comments on three items. One is the budget, but she will speak to that later in the meeting. In the accounting contract, appendix A was blank regarding terms. Additionally, on the Administrative Director contract, the salary was not stated, but the benefits were included. The last item is the levy. Last year the Commission made a decision to levy fifteen cents across the board. The current levy package has choices of a 1% rate or fifteen cents as was done last year. She would recommend the fifteen cent tax. A resolution will be needed to secure the tax.

#### CONSENT AGENDA

- a. Approval of Minutes: 09-24-2015
- b. Approval of Vouchers: 09-29-2015; 10-01-2015; 10-09-2015; 10-19-2015

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

#### REPORTS

- a. Commissioners

Commissioner Seal reported that she has heard talk in the community that the pool was closing and that the school district has been approached about doing away with the general swim. She knows the pool is not closing and she hopes that the school district is not going to cancel the general swim.

Commissioner Ekberg said that he was able to attend the Pumpkin Plunge, the last event at the pool, and it was great to see all the children laughing and enjoying themselves.

Board President Kruller acknowledges the donation of the pumpkins from Jeri Frangello-Anderson. She thanked Jeri for her dedication to the pool.

b. Executive Committee

Board President Kruller stated that the budget was the main topic of the meeting. Commissioner Seal is the Budget Chair and stated that basically, the CIP budget was thoroughly discussed and items were prioritized. The actual numbers for the full budget were not available yet, so the full budget will be discussed at a later time. The new line items added were fire alarm services, pest control, payroll services, school district lease, transfer capital and insurance.

Board President Kruller added that at the next Executive Committee meeting they will have feedback from TPAC's work on the budget.

c. Aquatics Manager

Mr. Perkins reported that the last pool event was very well attended. There are still daycare swim lessons in the morning and more daycares are signing up. Registration for the next quarter is already going strong. Whitewater had their meet and seemed very happy with the way things went. Gym classes are going great and the students are showing progress.

Mr. Perkins introduced a proposed one month family membership to make membership more affordable. Only one three month membership pass has been sold this year. Offering a monthly pass might encourage more families to use the pool.

The Commissioners concurred with eliminating the three month pass and selling a one month pass as a good solution for all concerned.

**MOVED BY SEAL, SECONDED BY EKBERG THAT THE THREE MONTH FAMILY PASS BE ELIMINATED AND REPLACED WITH A ONE MONTH FAMILY PASS AT THE RATE OF \$70 FOR RESIDENTS AND \$89 FOR NON-RESIDENTS. MOTION CARRIED 5-0.**

d. Administrative Director

Mr. McCoy's work hours are averaging between 45 and 50 hours a week. This week extra hours were due to time spent on budget and levy research.

e. Financial Support Services – GDM Financial Solutions

Mr. Dance gave an overview of the reports contained in the packet.

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

In addition, Mr. Dance noted that there is an issue he followed up on with a former employee regarding expenses made on a TPMPD credit card that should have been paid for with a personal credit card. That same employee is now stating that he has receipts that may amount to the same as is on the TPMPD card. Any such expenses for reimbursement by the pool should have been invoiced as expenses. However, it has been almost a year and no receipts for said expenses have been received by the pool. In conjunction with this, said former employee used the TPMPD credit card for a non-business expense and that money needs to be reimbursed to the pool as a separate transaction. Mr. Dance will contact the former employee for payment in full by October 30<sup>th</sup> or the pool will instigate further collection actions via the TPMPD Attorney. If there are any receipts for pool expenses paid for by said former employee, those must be submitted by November 30, 2015.

Board President Kruller stated for the record that the former Executive Director put an expense on his pool credit card for just under \$1,000 that had nothing to do with pool business. That is a matter of fraudulent use of the TPMPD card, which must be reconciled and cleared up to avoid any appearance of the TPMPD making "Public Gift" to this former employee to resolve the situation. Now, after nine months of claiming that this payment will be reimbursed by the former employee, he states that money owed to him for other expense receipts he has should be exchanged for what should never have been placed on the TPMPD card. The receipts for these items have not materialized, and if they did, they should not be part of the same transaction required to reconcile the mis-use to the TPMPD credit card. The TPMPD Attorney will be contacted regarding this matter.

Mr. Dance will contact the former employee via text, email and phone stating the payment in full is due no later than October 30, 2015 to avoid further collection actions. If the former employee wants to submit receipts for reimbursement on other items, that is a separate issue.

Mr. Dance called the Board's attention to page 26 which shows the on-going challenge with the Acworth Football and Cheerleading Association. Withdrawals keep showing up on the pool's account when parents withdraw their children from the football program. So this issue still needs to be resolved and Mr. Dance and Rec1 are in communication regarding this matter.

On page 28, Mr. Dance noted that income was stronger than it was last year due to the property tax revenue.

Page 30 shows that the facility ground lease invoice from the school district was received which identifies this as an annual expense. Mr. Dance will get the October numbers no later than Friday, November 6th for the next Administrative Committee meeting.

Board President Kruller commented that she attended the exit conference for the City of Tukwila regarding their audit. Grant management was scrutinized closely and while the pool does not have grants at this time, it is valuable information to know should the pool receive a grant. Careful tracking of grant funds was the main topic of the conference.

f. Tukwila Pool Advisory Committee (TPAC):

(1) TPAC Chair report

Vanessa Zaputil, TPAC Chair, gave her report about the last event and the pool staff stated that this was the best event so far.

TPAC got an update on the CIP flooring and it was suggested that more research should be done on the flooring and orange cones should be used in the meantime. TPAC discussed the lighting and suggested using non-operational hours to replace the lights. TPAC also worked on welcoming packets for new members coming in to the committee.

(2) TPAC Minutes of September 12, 2015.

(3) TPAC Proposed 2016 Marketing Budget

Marketing budget recommends a \$10,000 budget for the year. There is an e-mail marketing program called Peach Jar which will let other school districts learn about pool events which will help to increase revenue. This is a paid service at a very nominal rate. Next event is Turkey Races on November 21, 2015.

**BUSINESS ITEMS**

a. Policy 345 Advertising and Sponsorship (adopt)

Note: This two-page policy sets guidelines for advertising and organizational sponsorship. The document is provided here (one version with edits, one version clean) to consider for adoption.

- (1) A motion by the Tukwila Pool Metropolitan Park District Board of Commissioners (TPMPD BOC) to adopt Policy 345 - Advertising and Sponsorship.

Mr. McCoy stated that this policy has been sent to Mr. Snure, but he has received no feedback at this time.

Commissioner Seal feels this item should be tabled until Mr. Snure has reviewed it.

The consensus of the Board was to table this item.

b. TPMPD Governance Change – Status update (discussion)

- (1) TPMPD Proposition 1 and candidates as presented in King County Elections Voters Pamphlet for the November 3 elections.

c. TPAC Membership

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

Mr. McCoy has spoken to a teacher who has students who may be interested in joining TPAC, but he has received no firm answer yet. The deadline for submission to join TPAC is October 29, 2015. There is another person that may be interested and Ms. Zaputil will attempt to contact her.

The Board agreed to extend the deadline for applications to TPAC until November 6, 2015.

d. Maintenance and CIP Update – Status update (discussion)

Review and discuss proposed CIP and Maintenance & Repair list changes before the TPMPD BOC.

- (1) Review CIP list

Mr. Perkins reviewed the list that the City had for the pool and compared it to things that have already been done, things to be done and things that no longer belong on the list. The shorter list of what needs to be done will be incorporated into one list with all the projects that are proposed.

- (2) Discuss procurement of Floor Industry expert consultant

Mr. McCoy has received a recommendation for a flooring consultant and the cost for this is could be up to \$3,000.

**MOVED BY SEAL, SECONDED BY DUFFIE TO EXPEND NOT MORE THAN \$3,000 FOR THE FLOORING CONSULTANT. MOTION CARRIED 5-0.**

- (3) Discuss M&R items.

Mr. McCoy and Mr. Perkins will build a list of maintenance and repairs items for review.

e. Budget for 2016 (discussion)

Last month a Budget Committee was appointed, chaired by Verna Seal. The Executive Committee is working along with them and Accountant, Alan Dance, on the budget.

Worksheet Profit & Loss Budget for 2016 is on page 62 of the packet. There are placeholders and Mr. Dance has a copy of this to work with.

f. Levy Limit Assessment

Annual Property Assessment and Levy Request for the TPMPD.

Mr. McCoy stated this is the number one source of revenue. After talking with the King County Assessor, he recommends the 1% increase. There would need to be a resolution for this at the next meeting.

Mr. Snure will be asked to draw up the resolution for the next meeting.

Board President Kruller will include a Public Hearing on the tax increase at the November 2015 meeting.

g. Vendor and Employment Contracts (discussion)

Contracts with Vendors: Accountant, Alan Dance, Attorney, Brian Snure. Contracts with Employees: Administrative Director, Kim McCoy, and Aquatic Manager, Dave Perkins, have varying renewal dates and are due to expire soon.

This item will be tabled to the December meeting for renewal and that will then sync these contracts to expire and renew at the same time.

h. Marketing for November Special Event, note upcoming events

- (1) November Event – ‘Turkey Races’ – Nov. 21<sup>st</sup>
- (2) December ‘Winter Fiesta’ – Dec. 19<sup>th</sup>

i. Next TPMPD Executive Committee meeting is Thursday, November 12, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S. 144<sup>th</sup>, Tukwila, WA. 98168

j. Next TPMPD Board of Commissioners will be a special meeting on Thursday, November 19, 2015 at 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**

Commissioner Ekberg reported in regards to the email received from the Washington Kayak Club about the doors being open, but no one was there. There was a communication break down so they were offered a free day rental and the schedule is now in place.

**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.g

Board President Kruller called for the executive session at 8:11 to last no longer than 10 minutes.

Board President Kruller called the meeting back to order at 8:19 p.m.

**MOVED BY SEAL, SECONDED BY EKBERG TO APPROVE THE APPOINTMENT OF A LEGAL SPECIALIST IN HUMAN RESOURCES TO CONSULT WITH THE TPMPD ON A HUMAN RESOURCES MATTER. MOTION CARRIES 5-0.**

Lady of Letters, Inc. will not be available at the meeting on November 19th to take the minutes, Mr. McCoy will investigate the best way to get that meeting recorded and transcribed.

**8:20 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