

**TUKWILA POOL METROPOLITAN PARK DISTRICT
March 26, 2015**

6:30 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Kruller called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:30 p.m. Commissioner Ekberg led the pledge of allegiance.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager.

APPROVE AGENDA

MOVED BY SEAL, SECONDED BY EKBERG TO APPROVE THE AGENDA. MOTION CARRIED 5-0.

CITIZEN COMMENTS

Vanessa Zaputil, 15171 52nd Ave S, wanted to follow-up on an email she sent to all commissioners on March 19, 2015 concerning Commissioner Robertson's exit from the Board. Ms. Zaputil learned that Commissioner Robertson had undergone therapy and has made a full recovery. Ms. Zaputil inquired if the Board would be willing to have Commissioner Robertson return to the Board, if he so chooses, now that he has recovered.

Ms. Zaputil gave the financial report and would like to see, for transparency purposes, the amount that has been allocated for both CIP reserves and the CIP lifecycle replacement reported in a regular cycle.

Ms. Zaputil commented on agenda item 6D, Governance. While attending the Egg Hunt Event at the pool, her impression from the community is that there is a lot of interest in the pool's success. Her opinion is that the governance of the pool should change to community based governance with elected Board members.

Jerri Anderson, 1502143rd Pl. S., spoke on item 6D and feels the time has come for a change in governance of the pool. She would like to see an elected Board installed by 2016.

Dave Puki, 3748 S. 152nd St., feels that the potential change in governance should take place by 2016. This would take the politics out of the community pool. The Board should be made up of deeply concerned citizens that are committed to the success of the pool.

Christine Neuffer, 13813 37th Ave S, stated that the Sustain Tukwila Pool Committee is behind a change of governance and is submitting a resolution to that would allow a change.

Ellen Gengler, 13727 McAdam Road S., gave a history of the pool and the changes it has undertaken from her perspective. She is also in favor of a change of governance and the time has arrived to vote for Board members from the community.

Jacque Carroll, 16241 49th Avenue S., expressed that the change in governance is necessary as a self-operating pool.

Kim McCoy, 14202 56th Avenue S., suggested that a hybrid Board made up of a Council Member, a school district official and newly elected Board members may be a good comprise. A change in governance is needed, but needs to be done correctly.

Board President Kruller pointed out that there is a statement from the Sustain Tukwila Pool Committee on page 22 in the packet that goes along with the proposed resolution to change governance.

Board President Kruller read a statement from Margaret and Harry Clear at 15171 52nd Ave. S, Apt #3, that stated "We would like to see an independent election for the Parks Board Commission on November 15th ballot".

Board President Kruller read another statement from Michael Griffin at 5131 S. 151 St., that stated "I would like to see the Tukwila Pool Parks District change to a separately elected Board. The District would do well with people who only have to focus on one thing that they really care about".

CONSENT AGENDA

- a. Approval of Minutes: 2/26/15
- b. Approval of Vouchers: 03/23/15 and 03/27/2015.

Commissioner Duffy asked about the readable application for the TPAC member and Board President Kruller stated that it was in the packet along with Ms. Gengler's statement.

On page 7 there was a misspelling of the word resolution. Also, the record should reflect that Commissioner Ekberg joined the meeting at 7:45 p.m.

MOVED BY QUINN, SECONDED BY DUFFIE TO APPROVE THE CONSENT AGENDA WITH THE CORRECTION AS NOTED. MOTION CARRIED 5-0.

REPORTS

- a. Commissioners

Commissioner Ekberg reported that the Egg Hunt at the pool was well attended and everyone seemed to enjoy the event. He thanked all volunteers involved in this event which require a lot of work to prepare.

Board President Kruller also reported that the event was very well planned and the public seemed to have a great time. She noted one gentleman with his small son who was afraid of the water at first, but by the end of the event, he was splashing and enjoying the water.

- b. Executive Director Committee (*Special Meeting 03/15/15*)

Board President Kruller reported that the special meeting was held and noticed a decline in attendance of the public which she feels that was due to the doors being closed. Attempts will be made to assure that all future meetings are accessible.

- c. Executive Director – *President re: Forming Hiring Committee*

Board President Kruller announced that the Executive Director resigned for personal reasons; however, he is still willing to contribute ideas for events for the pool. The next event that is in the works for the pool is on water safety with the Coast Guard which was an idea the pool received from Mr. Burke. There is a gap with Mr. Burke's resignation and a Hiring Committee needs to be formed.

c. Aquatics Manager

Dave Perkins stated that power will be out again on Sunday. These outages are mostly hurting the gender swims. The issues is sometimes the scheduled power shutdowns do not happen, but the pool has already told the public that the pool with be closed on those days.

Commissioner Seal suggests a letter to Seattle City Light explaining the impact on the pool may help with the communication of changes in the shutdown schedule.

Commissioner Ekberg thinks a reader board sign to let the public know of pool status would be helpful.

Councilmember Quinn feels that a joint letter from the pool, school and library may have more impact with Seattle CityLight.

Mr. Perkins stated that swim lessons are showing an increase in attendance. They will be holding lifeguard classes over spring break. They have hired a new swim teacher who is also a life guard.

The water pump for the slide is still out and an electrician will be there on the 27th to investigate and repair the slide.

Commissioner Ekberg suggested that the water slide may not be grounded properly and when the power is shut down, that could cause the problem with the slide not functioning.

Mr. Perkins stated that the new chlorination system is working well, is low maintenance and safer to handle as all the chemicals are solids instead of liquids.

Board President Kruller stated that the T-1 line is live now.

d. Financial Support Service – GDM Financial Solutions

Collateral financial report materials provided at meeting

Alan Dance gave his monthly financial report. The process of paying bills is getting smoother and also revenue has doubled between January and February. He is going to realign the budget so instead of dividing revenue into twelve equal months, it will reflect when revenue and expenses are expected so the budget will stay on track.

Mr. Dance stated that the CIP reserve and replacement funds will be on the balance sheet next month and each month thereafter. Also, when warrants come to the Board to sign, the accountant will also send a detail sheet with them.

Mr. Dance said that when the attorney sends his bill, he logs the hours on his invoice and he will send this to Board President Kruller each time. Also, the vouchers in the packet will include the detail sheets.

e. Tukwila Pool Advisory Committee (TPAC):

d. TPAC Chair Vanessa Zaputil reported that at the March meeting an election of officers was held. The marketing plan was updated and the insert that will go into Tukwila Parks and Recreation brochure was passed around to the Board. She also presented a work plan for TPAC.

e. TPAC minutes

TPAC recommendations this month are that TPAC unanimously agrees that the Sustain Tukwila Pool proposal on change of governance be forward to the EDC for submission for the March 26, 2015 TPMPD meeting agenda for the purpose of a vote with clarifying language as noted. The second recommendation is that TPAC unanimously agrees that the TPAC continue working through the administrative policies and escalating them to the EDC for review by the commissioners. Next meeting is Saturday April 4, 2015 at 8:10 a.m. in the Community Center.

BUSINESS ITEMS

a. Tukwila Pool Advisory Committee Vacancies for 2015 Appointments.

(1) Motions may be made by the Board of Commissioners of the Tukwila Pool Metropolitan Park District opening the TPAC application process.

MOVED BY EKBERG, SECONDED BY DUFFIE FOR THE COMMISSIONER'S PRESIDENT TO PUBLISH NOTIFICATION CALLING FOR APPLICATIONS TO FILL ANY VACANT TPAC POSITION WITH A DEADLINE ON OR BEFORE APRIL 20, 2015. MOTION CARRIED 5-0.

b. Adopt Proposed TPMPD Financial Policies

A motion of the Board of Commissioners of the Tukwila Pool Metropolitan Park District adopting Financial Policies.

515 - Post-Issuance Procedures for Tax Exempt Bonds

520 - Purchasing Policy

525 - Accounts Receivable Policy

530 - Accounts Payable Policy

535 - Cash and Deposit Management

540 - Refunds and Reimbursements

545 - Budget Changes and Modifications

550 - Travel and Reimbursement Policy

555 - Capital Asset Policy

There will be no action on these items at this meeting and this item will be moved to the next meeting. Commissioners will need to submit comments.

c. Adopt Executive Director Committee (EDC) Meeting Schedule

A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park adopting the 2015 Executive Director Committee Schedule [Resolution 2015-5]

MOVED BY SEAL, SECONDED BY DUFFIE TO READ THE RESOLUTION BY TITLE ONLY. MOTION CARRIED 5-0.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT ESTABLISHING THE MEETING SCHEDULE FOR THE EXECUTIVE DIRECTOR COMMITTEE EFFECTIVE MARCH 16, 2015.

MOVED BY SEAL, SECONDED BY QUINN TO APPROVE THE RESOLUTION. MOTION CARRIED 5-0

d. Tukwila Pool Metropolitan Park District Governance Review -
(Information and Discussion Only)

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

Board President Kruller discussed the options in governance to try to develop a work plan about how to proceed.

Commissioner Seal read Commissioner Hougardy's letter into the record.

"Fellow Commissioners, at our Board retreat last May, we agreed to first address pool governance, and then work on the issue of management of the pool. We also set some timelines to look into each of those topics. Shortly after that meeting, our City Administrator announced they wanted to turn over the management of the pool to another entity. This necessitated reversing the order and working on a pool management plan first.

Fast forward to today. We have a pool that is self-managed, and have hired a pool manager. After nearly three months, things are beginning to settle in. We are still trying to determine what our administrative team should consist of so that it will serve the best interests of the pool. We aren't done yet, but we are getting there.

I recommend that we begin researching the issue of pool governance at this time. Here are some of my thoughts:

- The Sustain Tukwila Pool Committee has asked that the Commissioners change the governance at this meeting and allow for the election of five commissioners on the November 2015 general election ballot. While I agree that now is the time for us to consider the change in governance, their request would require a vote tonight on the subject. I believe that we need to be diligent and spend some time in formal consideration and discussion of the change. The position of Commissioner carries a major fiduciary responsibility, and to formally tee up this major issue and vote on it at the same meeting is not the way that we should conduct business.
- Resolution 1738 of the City of Tukwila states that "the Tukwila City Council is hereby designated to serve in an ex officio capacity as the Board of Commissioners for the Tukwila Pool Metropolitan Park District" In 2011, the public was able to give their input on this form of pool governance and ultimately affirmed it by their vote at the November election. In the interest of open government, the TPMPD should inform the community of the possible intent to change governance so that they can weigh in on the issue, if desired, instead of the just assuming that our residents will be fine with the conversion. Again, especially because the commissioners have the authority to tax, I believe we should proceed methodically and with input from the community. The added benefit will be that it will raise public awareness that opportunities to serve as a board member could be coming up in the future.
- We need to look at the composition of the TPMPD board. Some of the ideas to be vetted are the number of board members; if we want to retain an ex officio member from the council or the school board; staggering the terms and the length of term.
- Finally, I think we should identify some timeline considerations as we consider what is next for the board. Specifically, we need to research the deadlines for various public election dates and the related costs. I don't want to rush this, but I don't want to drag it on either.

As I stated in the beginning of this letter, my recommendation is that we begin to plan how to address the issue of governance and consider the items that I have mentioned above. Kathy."

The consensus from the Board is that looking at governance is high on the priority list.

Councilmember Quinn agreed with Commissioner Hougardy's letter that transparency is essential during this possible transition. He hopes the community will continue to be involved; however, due to fiduciary responsibilities of the Board; it will take time and effort to make this change.

Commissioner Seal agrees with Councilmember Quinn's comments and with Commissioner Hougardy's letter. The Board has come a long way and the whole community is going through this together. At the end of the day, we all want a community pool, we want to operate it in the black and provide our children with the opportunity to learn to swim. She feels more information about options for governance is needed before making any decisions.

Commissioner Ekberg is in agreement with what the Board has said and that governance is a goal. A work plan and timeline need to be created. He feels there is an opportunity to anchor when the Board wants to get this done and then back the schedule into that time and drive forward from that.

MOVED BY EKBERG, SECONDED BY DUFFIE TO RESOLVE THAT BY THE END OF THE YEAR WE, THE BOARD, WILL SUBMIT A BALLOT MEASURE TO KING COUNTY TO ALLOW THE RESIDENTS OF TUKWILA AN OPPORTUNITY TO VOTE FOR A RECONSTITUTED TUKWILA METROPOLITAN PARK DISTRICT BOARD OF DIRECTORS. *

Board President Kruller discussed governance at length. She would be happy to get a work back schedule for working on governance. She feels this vote should be going to the ballot in 2016 not 2015. There is a lot of work to be done and the Board wants to do this the right way the first time and that requires more research and time.

Commissioner Ekberg read the motion again to the Board.

Councilmember Quinn is not opposed to the resolution; however, is concerned about form will it be presented in and what it will look like on the ballot measure. He feels there are several more discussions needed and more decisions to make before that is done.

Commissioner Seal would rather know what is going on the ballot for certain before it is even potentially stated that something will be on the ballot. There may be a lot of different legal issues that are unknown at this point. She would like to spend some dedicate time with the attorney before moving forward. The Executive Director position is still vacant and a change in governance should wait until that position is filled. She feels a work plan can be in place by May. This process needs to slow down so it can be done correctly and transparently.

Commissioner Duffy agrees that the process needs to slow down to make sure the citizens are involved in the process.

Councilmember Quinn agreed with Commissioner Duffy and understands that saying slow down the process does not sit well with some citizens; however, this is not a crisis situation or stall tact, it's simply to ensure this is a transparent process and done correctly.

Board President Kruller sees the slow down as something different than the words may sound. She sees the Board coming back within thirty days with a work plan which the attorney will have also reviewed. At the end of thirty days, with help from the legal team, the Secretary of State's office and MSRC, the options should be well outlined.

Commissioner Duffy withdrew his second on the motion and the motion was defeated due to lack of a second.

Board President Kruller announced the Executive Committee meeting will be on April 9th and the next regular meeting for the Board is April 23rd.

MISCELLANEOUS

Board President Kruller stated that there was an email from Robert Eaton about destroying records of the TPMPD that was sent to Mr. Burke, but fortunately, a copy was also sent to Board President Kruller and she asked Mr. Eaton to not destroy the records until there is a plan on where to store these records and to make sure the records the Board has are searchable. The records in question are only those since the first of this year.

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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 to last no longer than twenty minutes at 9:01 p.m. Executive session ended at 9:34 p.m.

Board President Kruller reconvened the meeting at 9:36 p.m.

An item is being added to the agenda regarding the potential for creating a temporary position called Administrative Director.

MOVED BY EKBERG, SECONDED BY DUFFIE TO OFFER A HIRING POSITION TO H. KIM MCCOY AS THE TPMPD ADMINISTRATIVE DIRECTOR FOR THE DURATION OF THREE MONTHS COMMENCING MARCH 27, 2015 UNTIL JUNE 29, 2015 AT THE RATE OF \$24 DOLLARS AN HOUR PENDING FINAL HIRING DETAILS AND AGREEMENT BETWEEN BOTH SIGNING PARTIES. *

Commissioner Ekberg said that there is a gap in services without an Executive Director and the Board needs to go through the process of hiring an Executive Director. The position of an Administrative Director can help with those needs temporarily.

Councilmember Quinn feels this position and Mr. McCoy will help stabilize the pool.

Commissioner Seal agrees that this will keep the pool moving and feels Mr. McCoy is the right person for the job.

Board President Kruller stated that this is a good complement to the Aquatics Manager and would like get a vote on it during this meeting. If it passes and Mr. McCoy accepts, the paperwork can be done the following day.

***MOTION CARRIED 5-0.**

ADJOURNMENT

9:45 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

Joe Duffie, Clerk, Board of Commissioners