

TUKWILA POOL METROPOLITAN PARK DISTRICT

April 30, 2015

6:30 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS *SPECIAL* MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Kruller called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:37 p.m. Pledge of Allegiance lead by Brian Snure, Park District Attorney.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

TUKWILA METROPOLITAN PARK DISTRICT OFFICIALS

Brian Snure, Park District Attorney, Kim McCoy, Administrative Director, Dave Perkins, Aquatics Manager.

MOVED BY SEAL, SECONDED BY DUFFIE TO MOVE ITEM E ABOVE ITEM A. MOTION CARRIED 6-0.

CITIZEN COMMENTS

Robert Nuefer, 13813 37th Ave S., states that the citizens who come to these meetings make suggestions for improving the way the pool governance is handled. He would like to see more of these ideas taken under advisement and reported back to the public at these meetings.

Christine Nuefer, 13813 37th Ave S., stated, on behalf of the Sustain Tukwila Pool, feels the governance change is in the best interest for the pool's future.

Vanessa Zaputil, 15171 52nd Ave S., said that she would like some follow up from the Board regarding the possibility of Commissioner Robertson's rejoining the Board. She also feels that independent elections of TPMPD Commissioners is what people would prefer and asks that the Board move swiftly to accomplish this.

Board President Kruller stated that the Board is aware of citizen concerns and feels that all options need to be researched before action is taken to ensure the best outcome for all concerned.

CONSENT AGENDA

- A. Approval of Minutes: 3/26/15 (*Regular Mtg.*)
- B. Approval of Vouchers: 04/10/2015, 04/24/2015 and 04/30/2015

MOVED BY DUFFIE, SECONDED BY SEAL TO APPROVE THE MEETING MINUTES FOR 1-29-15 AS PUBLISHED. MOTION CARRIED 6-0.

REPORTS

- a. Financial Report

Mr. Dance gave his report for April. The rise in income for April is largely due to the property taxes being paid.

The balance sheet reflects both the income and expenses. The labor costs are leveling out and details are on the last page of the package. A Washington State audit will be done beginning May 1st for the years of 2013 and 2014, which was when the pool was under the City's leadership.

Commissioner Quinn wanted everyone to be aware that that there will be an expense incurred with this audit.

- b. Commissioner Seal said in her report that she attended the April Fool's event at the pool. Attendance was great and everyone seemed to have a great time.

Commissioner Ekberg echoed Commissioner Seal's sentiment about the wonderful event and also enjoyed it.

Board President Kruller reported that she preferred to go through the process that Seattle City Light has in place to get answers concerning the power outages and the impact they have on pool operations rather than write a letter. She had a conversation with Frank Periotie [sp] at the City of Tukwila and asked him what he knew about this situation. Mr. Periotie stated that he met with an account group manager at Seattle City Light and discussed the issues caused by the numerous power outages during the past two months. This discussion yielded the information that the last scheduled power outage would be May 3rd; however, if there are unexpected problems with their projects, there could be other outages required. Key personnel with Seattle City Light were unaware of the problems the pool was experiencing during these scheduled outages. Board President Kruller has given this information to Mr. Periotie to discuss at his next meeting with Seattle City Light. Mr. Periotie also indicated that the pool could file a claim for loss of revenue related to the outages. Board President Kruller received the forms for filing a claim electronically.

Mr. Perkins will re-connect with customers who were affected by the outages by posting flyers in apartment complexes, libraries, etc. to let them know that the pool will be open again for their regularly scheduled use.

- c. Executive Director Committee Update (Regular Meeting 04/09/15)

Board President Kruller stated that the committee met; however, the hiring situation was not discussed due to having to focus on the governance issue. The committee will meet again within seven working days to discuss the hiring situation.

- d. Aquatics Manager

Mr. Perkins reported that 110 kids have signed up for swim lessons. The Health Permit was sent in to the county. A new water aerobics instructor was hired. He thanked everyone for their help at the April Fool's day event.

- e. Administrative Director

Mr. McCoy reported that he has completed his first full month in his new position and the staff has been very helpful in getting him acclimated. He is working with the software being used at the pool and is hopeful that online registrations should be ready to implement next month. Security at the pool has been enhanced. In June there will be a WCIA audit for insurance and the details of the time period of the audit will be forthcoming. Mr. McCoy will attend the WCIA meeting on May 6, 2015. He also will be attending a two day Aquatics Facilities Operator Course to obtain certification as an AFO. Mr. McCoy is also a qualified lifeguard and could fill in should the need arise.

Mr. McCoy toured the William Shore Memorial Pool and facilities at Port Angeles. In addition, he thanked TPAC and the Marketing Committee for their efforts in improving the revenue stream. The next event at the pool will be May 16th, Pirates of the Pool Day. The T-1 line is up and running to cover should Comcast fail. Mr. McCoy alerted the Board that there is additional insurance needed for equipment.

Board President Kruller reported that all the exterior doors have been upgraded for security reasons.

Mr. McCoy also reported that the fire alarm system and radio need to be upgraded soon.

f. Tukwila Pool Advisory Committee (TPAC):

(1) TPAC Chair report

Vanessa Zaputil gave her report and noted TPAC recommended forwarding nine out of the ten policies listed to the Board.

The partnership with the library and the fire department helped spread the word about the events at the pool on the third Saturday of each month which helped increase attendance. Also, flyers were distributed to students to take home. Flyers will continue to be distributed to advertise these events. She also mentioned that STP is holding a volunteer event on Saturday, May 2nd, 10-1 to clean up and mow the pool grounds. Dave Puki is supplying the equipment.

Commissioner Seal commented that she is very pleased with the Committee's dedication to this community and the pool.

(2) TPAC minutes

6. BUSINESS ITEMS

a. Tukwila Pool Advisory Committee Vacancies for 2015 Appointments.

MOVED BY SEAL, SECONDED BY QUINN TO APPOINT SABAH YAGHOobi TO THE TUKWILA POOL ADVISORY COMMITTEE. MOTION CARRIED 6-0.

Ms. Yaghoobi, 4670 191st Ave SE, stated that she lives in Issaquah and looks forward to the pool's future.

Mr. John Mah, 5310 S, 166 St., has applied for the remaining vacancy. Board President Kruller read his application into the record as he is was not present at this meeting. Mr. Mah is a retired Boeing worker and is the chairman of the Sister City Program for the City of Tukwila and Japan. His interests are swimming, music, reading and exercising. He has been a resident of Tukwila for 35 years and was one of the original petitioners to keep the pool open.

MOVED BY DUFFY, SECONDED BY SEAL TO APPOINT JOHN MAH TO THE TUKWILA POOL ADVISORY COMMITTEE. MOTION CARRIED 6-0.

All adult positions in TPAC have been filled.

b. Adopt Proposed TPMPD Financial Policies

Mr. Snure suggested that policy 515 be tabled at this time. If it is needed later, it can be added.

515 - Post-Issuance Procedures for Tax Exempt Bonds – tabled.

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

The Board inquired from Mr. Perkins if he felt that the \$5,000 limit was sufficient to cover the expenses he incurred in for pool operations as stated in Policy 520. Mr. Perkins felt that the limit of \$5,000 was fine as the expenses incurred to date do not rise above that amount.

MOVED BY SEAL, SECONDED BY DUFFY TO ACCEPT THE PURCHASING POLICY AS IT WAS AMENDED. MOTION CARRIED 6-0.

MOVED BY SEAL, SECONDED BY QUINN TO A UNIVERSAL AMENDMENT TO SUBSTITUTE EXECUTIVE COMMITTEE WHERE THE POLICIES READS FINANCIAL COMMITTEE. MOTION CARRIED 6-0.

MOVED BY SEAL, SECONDED BY DUFFY TO ACCEPT POLICIES 520, 525, 530, 535, 540, 545, 550 AND 555. MOTION CARRIED 6-0.

Mr. Snure explained that Policy 525 is concerning Accounts Receivable and addresses how to manage and process accounts receivable.

The Board briefly reviewed each policy and the consensus was that the policies were pretty standard.

c. MRSC Rosters Model Small Public Works, Consultant, and Vendor Rosters Resolution

MOVED BY SEAL, SECONDED BY DUFFY TO READ THE RESOLUTION BY TITLE ONLY. MOTION CARRIED 6-0.

A resolution of the Board of Commissioners of the Tukwila Pool Metropolitan Park District, establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts. [Resolution 2015-6]

Additionally, TPMPD Board of Commissioners approved to register with the MRSC and enclose the \$120 payment.

MOVED BY QUINN, SECONDED BY SEAL TO ACCEPT THE RESOLUTION AS READ. MOTION CARRIED 6-0.

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, learn about options and discuss what steps and processes need to be in place to make any future changes.

Brian Snure wrote a legal memorandum and each member of the Board was given a copy. It states that the way the statute is written for pool districts it doesn't address changes in governance. In order to change the governance, the voters would have to approve the changes. In summary, there are a number of ways to change governance. One way is for the Board to adopt a resolution to change governance; however, this could lead to numerous legal challenges and possible court cases and is not the best solution.

A blended board or hybrid board is not an option. The Board could hold an advisory vote to see if the citizens want the change and then hold elections for Board Members in the next election. Another option is to hold both the advisory vote and elect new Board Members in the same election. If the Board makes this change, they will be putting five Commissioner Positions on the ballot and the current Commission will pay for that election; however, if the advisory vote is on that same ballot, there would be no extra charge. If the election has the advisory vote on the same ballot as the five Commissioner positions and the citizens vote no on changing governance, then the five elected Commissioners would have no jobs.

Commissioner Hougardy asked about the difference in cost if an advisory vote is held and then, if the citizens vote for a change, then post the five positions in the next election.

Mr. Snure stated that there is flexibility here as the law does not provide any method to change governance and that allows the rules to be written as the process is happening.

If the Board agrees the advisory vote could be on the ballot in November then the Commissioner elections could happen as early as February. Mr. Snure says this election could be done in two parts. According to the statute, it should be done on the same ballot, but a two part election could be done. The County would have to open a special filing period in order to do this.

Mr. Snure and the Board discussed this issue at length and the consensus is to make sure this process is done correctly and no decision has to be made at this time. This discussion will continue towards a conclusion as to when and what to put on the ballot for voting.

e. Next TPMPD Executive Director Committee

The next meeting will be held on Thursday, May 14th at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144th, Tukwila, WA 98168.

f. Next TPMPD Board of Commissioners

The next meeting is Thursday, May 28, 2015 at 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S.148th Suite 100, Tukwila, WA 98168

7. MISCELLANEOUS

None

8. 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 an Executive Session at 9:08 p.m. for 15 minutes.

Board President Kruller reconvened the meeting at 9:23 p.m.

9. ADJOURN

**MOVED BY QUINN, SECONDED BY HOUGARDY TO ADJOURN THE MEETING AT 9:25 P.M.
MOTION CARRIED 6-0.**

Kate Kruller, President, Board of Commissioners