

TUKWILA POOL METROPOLITAN PARK DISTRICT

December 28, 2015 – 5:00 p.m.
Foster Library Meeting Room

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 5:03 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Jeri Frangello-Anderson, Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager and Kim McCoy, Administrative Director

Pledge of Allegiance was recited.

CONSENT AGENDA

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY BOARD PRESIDENT PUKI TO MOVE ITEM 6F TO 6A UNDER BUSINESS ITEMS THE POOL STAFF ORGANIZATION CHART DISCUSSION. MOTION CARRIED 5-0.

CITIZEN COMMENTS (Limited to 4 minutes)

No citizen comments were made.

CONSENT AGENDA

a. Approve Voucher(s)

Aquatics Specialties Services (pool chemicals), Broadview Networks (internet), GDM Private Financial Solutions for \$3,125.00 (accounting for the REC 1 credit card coding error), check for reimbursement for Mr. Burke for expenses and services rendered, Walter E. Nelson Company (janitorial supplies).

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE VOUCHERS AS PRESENTED. MOTION CARRIED 5-0.

REPORTS

a. Commissioners

Commissioner Frangello-Anderson reported that she contacted Dawn and is waiting for records to be sent to her from GDM.

Board President Puki reported that the pool has been operating well and it is nice to swim in the warm water on a cold day.

b. Executive Committee

No report

c. Aquatics Manager

Mr. Perkins reported that the pool was closed two hours early on Christmas Eve.

d. Administrative Director

Mr. McCoy has no report at this time.

Commissioner Zaputil inquired if full payment for the OPMA meeting on January 23, 2016 has been remitted.

Mr. McCoy said the all commissioners are registered to attend and payment has been remitted.

Commissioner Zaputil asked for an update on the records that are not currently on the website including the contracts, policies, resolutions and process sheet.

Mr. McCoy stated that about 40% of the resolutions are up on the site; the contracts are not there and the policies will be done when the resolutions are finished. The process sheet has not been printed yet, but he will have it by the next meeting.

Board President Puki asked Mr. McCoy if he thought that all records that should be online will be online by the next board meeting which is January 11, 2016.

Mr. McCoy replied that he should that task completed by the next meeting. He has the most recent contracts that are signed to put online; however, there are other contracts that are awaiting vendor signatures before they can be posted online.

Commissioner Frangello-Anderson suggested that possibly researching emails for signed contracts or asking former Commissioner Kruller if she has copies of these contracts in her records may result in locating some or all of the contracts currently awaiting signatures.

Mr. McCoy stated that WCIA informed him that employee contracts had different rules as far as posting them online. Therefore, he will postpone uploading those until he gets clarification.

Board President Puki stated that there was a contract for maintenance, but wondered if there is a clause for emergency services in the contract.

Mr. Perkins stated there is a contract with US Bank as the credit card processor which is not the REC 1 account. REC 1 is a separate vendor that processes the credit cards, codes them for the correct account and acts as a credit card settlement company.

Commissioner Zaputil said that a company is chosen as a vendor to process the credit card transactions and then that vendor receives the 3% fee. REC 1 charges a yearly processing fee and a percentage of credit card sales which includes the software for the point of sale program.

e. Financial Support Services – no report.

f. Tukwila Pool Advisory Committee (TPAC) – no report.

BUSINESS ITEMS

f. Pool staff organization chart (discussion)

Commissioner Gengler read her statement into the record "While it is very clear that the Tukwila Pool needs an aquatic staff to operate the pool portion of the TPMPD. What is not clear is what does the Park District needs to fulfill its obligations as a separate municipality and how does that position, or positions, work with the pool operation and the TPMPD Board to forward the mission and the goals of the TPMPD. Under the previous commission there have been various models that have been used to address these needs. The current model introduced earlier this year is the temporary position of an administrative director. This position was created as a limited term solution and has been a stop-gap while the Park District has changed governance and acclimates to being a self run operator.

Now with the independently elected commission firmly in place and our one year anniversary as a self run pool upon us, I believe it is an ideal time for a fresh look at the TPMPD organization. I would request that the board create a committee to draft a job, or jobs, description based on the feedback obtained from board members, staff and by reviewing other MPDs and pools to present to the board at the January 11, 2016 meeting. The goal would be to reach consensus at this meeting on the job, or jobs, description and how the positions interact and the chain of command and then, post the job, or jobs, created and agreed upon by the board. To that end I would like to make a motion to eliminate the temporary administrative director position as of January 31, 2016 with the intention of establishing a permanent position, or positions, and placing personnel in those positions by March 1, 2016."

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO ELIMINATE THE TEMPORARY ADMINISTRATIVE DIRECTOR POSITION AS OF JANUARY 31, 2016 WITH THE INTENTION OF ESTABLISHING A PERMANENT POSITION, OR POSITIONS, AND PLACING PERSONNEL IN THOSE POSITIONS BY MARCH 1, 2016*

Board President Puki agreed with Commissioner Gengler statement and would like to create a sub-committee to assign the task of evaluating the structure and alignment of the positions in the TPMPD.

Commissioner Neuffer asked how the gap between January 31st and March 1st would be handled.

Commissioner Gengler stated that the tasks that need to be performed during that gap will be outlined and handled by the current staff or board members.

Commissioner Zaputil said that the elimination of the position is an organizational chart discussion. The TPMPD knows that a manager, lifeguards and instructors are needed to run the pool. The attorney position is a clear need. The positions that are not known as being needed can be cleared out and then the sub-committee can bring recommendations to insert new positions as needed.

Commissioner Neuffer is concerned that the hiring process for positions could take much longer than a month so how will the daily tasks to be handled and by whom?

Board President Puki stated that the organizational chart is the key discussion and as far as the everyday duties he feels the board has enough knowledge to complete these tasks if needed. He feels the most important issue is to align the organizational chart. He would prefer hiring a part-time executive director who would be a direct interface for Mr. Perkins to help better manage the pool. This is a position that a job description has already been formulated; however, there may be some revisions necessary. Hiring for this position would replace the administrative director position, give the board the assistance they need and give Mr. Perkins assistance in administrative functions.

An executive director would be helpful when situations occur, like the recent boiler issue, to be in charge of issues and resolve them. Mr. Perkins has a list of items and the executive director would be in charge of finding resolutions for these issues and prevent reoccurrences.

Commissioner Zaputil stated that hiring an executive director is consistent with other small MPDs in the area. There is a work chart that was created by a former executive director that shows the times that were allotted to different tasks that were in the job description. She is supportive of an organizational chart with an executive director at the top.

Board President Puki raised that the issue of hiring an executive director has been difficult for past boards. Finding a part-time person that will stay in the job is the biggest challenge.

Mr. McCoy stated that in the packet there is a separate three page item that outlines the duties of the administrative director that he had worked on with a member from a previous board.

Commissioner Gengler would be interested in hearing the original job description published by the City when they were hiring for an executive director that Commissioner Zaputil found. In looking at other pools this position seems to be difficult to fill.

Board President Puki stated that the models previously attempted to run the pool have not been successful mainly because of communication between board and pool staff to be able to solve issues and decision making authority.

After a brief discussion, the consensus was that the organizational chart would be arranged by voters on top, then commissioners, then the executive director and then the aquatics manager.

Commissioner Neuffer feels the roles in these positions and expectations need to be clearly outlined so everyone knows their duties and can interact smoothly with each other.

Board President Puki said that cross-training is also important to fill-in for vacations, leaves, etc.

Commissioner Zaputil stated that one of the important duties of the executive director would be to oversee district functions on a high level and provide support to the aquatics manager and operations as needed.

Commissioner Gengler said that for a part-time position it seems to entail a lot of administrative tasks.

Board President Puki introduced a possible a clerk type, part-time position to do the everyday administrative tasks so the executive director could use the time to better use.

Commissioner Zaputil restated that the pool is a small entity so there may be situations where time is not used most efficiently.

Board President Puki said that based on the discussion the board is having a sub-committee needs to be formed and called for volunteers.

Commissioner Frangello-Anderson feels that perhaps the title of executive director is not the correct title. She sees the executive director almost parallel to the aquatics manager.

Board President Puki said that while some of the tasks of an executive director will be administrative, there will be other tasks that will be on a higher level of administration such as contracts, emergency response, etc.

Commissioner Gengler feels that Commissioner Frangello-Anderson and Commissioner Zaputil would make for a good sub-committee. She would; however, like any of the board members, to have input and asked if that could be communicated via email.

Commissioner Zaputil stated that both members can be emailed, but it must be the same email to both and neither one of the members would be allowed to reply.

***COMMISSIONER ZAPUTIL REMOVED HER SECOND FROM THE MOTION BEFORE THE BOARD AND COMMISSIONER GENGLER WITHDREW HER MOTION.**

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON, TO CREATE A SUB-COMMITTEE TO BE REFERRED TO AS THE DISTRICT ORGANIZATIONAL COMMITTEE TO REVIEW THE POSITION FOR THE TPMPD AND TO INCLUDE ALL FEEDBACK WITH A DEADLINE TO BE DETERMINED BY THE COMMITTEE. THE COMMITTEE WILL CONSIST OF COMMISSIONER ZAPUTIL AND COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED 5-0.

- a. Administrative Director Contract
 - (1) Modeled after March 2015 (wages)
 - (2) Modeled after July 2015 (salary)

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL, TO ELIMINATE THE TEMPORARY ADMINISTRATIVE DIRECTOR POSITION AS OF JANUARY 31, 2016 WITH THE INTENTION OF ESTABLISHING A PERMANENT POSITION, OR POSITIONS, AND PLACING PERSONNEL IN THOSE POSITIONS BY MARCH 1, 2016. *

Commissioner Neuffer is still concerned about the time gap in February and the impact that will have on the aquatics manager.

Commissioner Zaputil is very mindful of the time gap and because this board is more engaged with the pool, the commissioners will be able to help share the load. This also creates a good opportunity for the board members to have an even better understanding of what it takes to run the pool.

Commissioner Gengler stated that her motion is only to eliminate the temporary position. If there is work that needs to be done, the board can find people to accomplish it.

After a brief discussion about what would happen if a public records request came in during the time gap. The policy of the TPMPD has said only that it will cooperate with all public records requests, but there is no process in place. The consensus was that this type of requests could be handled by board members.

Commissioner Ellen Gengler inquired about the RFP coming up and asked Mr. Perkins if he would be comfortable with doing the project management during the time the pool will be closed as there will be several items under repair at the same time.

Mr. Perkins assured the board that he has experience in project management and is confident the projects will not be an issue for him.

***MOTION CARRIED 5-0.**

- b. Employee incentive plan (discussion)

Commissioner Zaputil clarified that the incentive plan is not a bonus as the language states. The TPMPD is not allowed to give bonuses, so the financial verbiage needs to be amended so that it does not say bonus.

Board President Puki thinks it is a great idea to have an incentive plan for the aquatics manager and the incentive must be tied to real core values.

Commissioner Neuffer feels revenue is the focus now and the incentive plan can change in the next year. There needs to be clearly defined baselines so then there could be various metrics for incentives. This year, it should be focused on one particular metric, there has to be a baseline.

Mr. Dance will bring the end of the year totals to the next meeting and that may give a base as to what the revenue was last year to base the incentive plan on this year.

Board President Puki said that a shortened budget such as six months can be used as a base.

Commissioner Zaputil stated that because of the way the pool gets revenue the totals can vary greatly month to month.

Commissioner Gengler questioned whether creating an incentive plan was the best use of time for this meeting. It might be better if this item was tabled for now.

Commissioner Zaputil agreed with that, but noted that the board is committed to designing the incentive plan.

Mr. Perkins said the delay would give him time to pull the numbers together for the board to review when outlining the plan.

Board President Puki said the consensus is to create an incentive plan. Deciding what metrics to use and how to implement that plan is going to be a work plan item to be approved in the first quarter if possible.

c. Account Payable Authorized Signature Forms

Mr. Dance suggested at the prior meeting to amend required signatures from one to two. Having two signatures adds a layer of protection. He recommended those people be the board president, the board clerk and the CPA.

Commissioner Gengler called the board's attention to page 19 in the packet and suggested that where it states auditing officers to instead of putting a person's name, just list positions.

Board President Puki stated that the signature page will have to be resubmitted, but the Resolution should reflect board president, clerk of the board and CPA.

Mr. McCoy volunteered to make the changes the board would like and bring back a clean copy for signatures. He left the meeting and will be returning to present the document before adjournment.

Mr. McCoy left the meeting at 6:45 p.m.

Mr. Perkins took the board through how bills are processed. First he codes them with the correct GL code. Once a week or twice a week, he delivers the bills to Mr. Dance's office and Mr. Dance or his staff create the warrants for signatures. They are then sent to Mr. McCoy and, once signed, the warrants are returned to Mr. Dance for submittal.

Board President Puki said that Mr. Dance scans the signed copies and sends them to King County. The board's signatures are already on file.

Mr. Perkins does receive copies of all warrants and keeps them on file.

There was a discussion about the original warrants and where they were housed. It is presumed that the Mr. McCoy has them, but will ask him when he rejoins the meeting. Consensus was that the originals will be kept by Mr. Perkins with the bills and copies of the checks attached; however, with the new bookkeeper this process may be amended.

Mr. McCoy rejoined the meeting at 7:00 p.m. and distributed new copies of the signature pages to each commissioner.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER, TO APPROVE RESOLUTION 2015-15 AND TO READ IT BY TITLE ONLY. MOTION CARRIED 5-0.

There were two minor changes on the signature page; 1) To change board CPA to district CPA and 2) To change board secretary to board clerk.

RESOLUTION 2015-15

APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS' APPROVAL. MOTION CARRIED 5-0.

d. King County fund access for transfers (discussion)

Board President Puki stated there is just one fund now which makes it difficult to determine what funds are in which budget. He researched RCW's that mandate the MPD have separate funds for operating capital and feels it is in the best interest of the district to have separate accounts. Many districts have three funds; one for operating capital, one for CIP and one for a reserve fund. If monies are allocated into these funds, it will take board approval to move these funds out of those separate accounts.

e. Establishing separate budget funds for operations, CIP and operations reserve (discussion)

Commissioner Zaputil would like to defer this item to the second quarter as there will be some time to get things set up with King County.

Board President Puki agreed that there will be set up time for this item. The monies for the CIP account have been indicated. There needs to be a separate fund for CIP and a robust discussion on whether or not a reserve fund needs to be established.

Commissioner Gengler stated that all the monies are in one account and the CIP money is being tracked, but wondered if there is a benefit to keeping all monies in one account to accrue interest.

Commissioner Zaputil said in her interpretation of the King County investment pool where the money is held, the district will not get penalized for a lesser amount. She feels splitting the monies would not cause a loss of interest because the money is in a pool of funds. It would be the same money, just different accounts. This should be verified before proceeding. The other reason she would suggest waiting until the second quarter is that is when the revenue from taxes is received.

Board President Puki agreed that delaying making the change is fine because he feels there needs to be more discussion on this item before moving forward. He feels that the changes would bring more transparency to the public and build in more security.

Commissioner Zaputil thinks there may be some financial policies regarding the CIP fund and she will research those and update them if necessary.

Board President Puki feels that having the CIP fund is in the policies, but the reserve fund may not be in there. He would like to have the third reserve account as a backup so that in the event something unexpected happens, there would be money to cover it.

Mr. Perkins asked at the end of the fiscal year what would happen to those dollars allocated to the reserve account.

Board President Puki said other districts that have this reserve fund let any unallocated funds remain in the account until they are needed to back up operations.

Commissioner Gengler agrees that a CIP fund is necessary and the reserve fund is something that should be done when the district is flush. She would like to know what the difference is in having an allocated reserve fund versus just leaving the money where it is, but not allocating those monies for spending.

Commissioner Zaputil stated that William Shore Pool has an unallocated reserve and the allocated reserve is the budgeted amount they can spend.

Board President Puki said that if the board decides to do an operations reserve, it would have to set it up through the budgeting process for 2017. He feels it would be in the district's best interest to create a reserve account.

The consensus of the board is to move this item forward and make it a work plan item.

g. Contract for minutes (Lady of Letters)

Commissioner Frangello-Anderson stated she had a conversation with Lady of Letters and discussed their services. They typically do not need a contract, but agree to sign one. Generally, they are not present at most of the meetings even though it is in their scope of work. The previous commissioners preferred the on-premise, but she recommends off-premise as long as the meeting is taped and understandable. This will save the district money.

Board President Puki suggested the board set aside some funds to buy recording equipment that would be appropriate that would provide high quality recording and a backup recorder as insurance.

Commissioner Frangello-Anderson said that there were issues getting the files to Lady of Letters from the previous meeting, but those were eventually worked out. The files preferred are .MP3 files. How to download the files is still being evaluated.

Commissioner Neuffer thinks she may have purchased some equipment for her use that she believes creates .MP3 files and she will bring the information about the recorders to share at the next meeting.

Commissioner Zaputil said there is still an issue with the size of the files and how best to transfer those files to Lady of Letters.

There is a consensus to move forward with the off-premise services of Lady of Letters and the district needs to purchase a .MP3 high quality recording system and a backup recorder.

Mr. Perkins suggested that the district purchases a new system and use the current system as backup.

Commissioner Zaputil recapped what she understands is that Commissioner Neuffer will do the research on the recording system and Commissioner Frangello-Anderson will work through the details with Lady of Letters.

Board President Puki asked if a contract is necessary with Lady of Letters.

Commissioner Zaputil said that the attorney recommends a signed contract.

Commissioner Gengler volunteered to research file transfer sites that are free of charge.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER ENGLER, TO AUTHORIZE BOARD PRESIDENT TO SIGN THE CONTRACT WITH LADY OF LETTERS FOR TRANSCRIPTION SERVICES FOR 2016. MOTION CARRIED 5-0.

h. RFP Flooring (Discussion, Motion to approve)

- (1) Consulting Contract with FLOORinSPEC
- (2) Consultation Request with FLOORinSPEC
- (3) FLOORinSPEC Consultation Request for TPMPD
- (4) RFP – Small Works Roster Contract Package

Mr. McCoy stated that a consultant was hired to ensure that the RFP for the flooring would be able to reach the proper types of vendors. The consultant did a walk through the facilities to inspect the floors. He noted several spots that are too slippery and said that there are several different approaches that can be done.

Board President Puki asked if the consultant was able to identify the product that was used and who manufactured it.

Mr. McCoy said that he had that information before the consultant arrived and had obtained that information from the L&I claim that was filed.

Board President Puki asked how it was determined that this product that was applied and is it the product that is currently on the pool floors.

Commissioner Zaputil said that when this floor issue came up previously, she found an L&I claim against Amour Clad who was the sub-contractor that applied the coating. The claim detailed what was used and how it was applied.

Board President Puki said that when the pool floor was coated, it was supposed to be double coated and hand trowel finished, but for some reason that was not the case. Did the consultant provide a list of compatible finishes that can overlay the current product?

Mr. McCoy stated that the consultant said there are some products that can be used, but it depends on the preparation of the floor.

Commissioner Zaputil said that from what she read in the RFP it is open to allow new solutions to be presented. She would like to know if there is a solution to this issue.

Board President Puki stated that the coating that is currently in place will not be used again. The difficulty is finding a coating that will work with what is currently there without causing more problems.

Mr. McCoy said that will be a function of which product is selected.

Board President Puki stated that the board assumed the consultant would come up with recommendations before the RFP is sent out for bids.

Mr. McCoy has samples of what the consultant thought would be compatible to create the flooring that the MPD is trying to obtain. One of the recommendations the consultant had was a product that was called Eco Surface.

Commissioner Frangello-Anderson asked if these products would require the floor surface to be completely replaced.

Mr. McCoy said there are three products that would require the surface to be roughed up before recoating.

Board President Puki stated that because the coating was applied over brushed aggregate, the aggregate will be exposed in some areas when roughing up the surface which may create problems.

Mr. McCoy said the consultant did not believe the light abrasion necessary would go down deep enough to expose the aggregate.

Commissioner Zaputil asked if the consultant thought there is a problem with the floor and should it be replaced.

Mr. McCoy responded that the consultant did feel there is a deficiency in the coating on the floor now and recommended that it be replaced. The consultant also said that the RFP was well written.

Board President Puki said that now is the time to move on and look at the samples chosen by the consultant and that, according to Mr. McCoy, stated that they are compatible with the current coating.

Commissioner Neuffer has a couple of concerns; one of which is the improperly installed product and that the installer needs to take responsibility for that. The other thing is that the product did not perform correctly.

Commissioner Zaputil stated that there was a one year warranty with McKinstry; however, that has expired without a resolution in place. She agrees with Commissioner Neuffer to look for a measure to re-coop losses. The floor needs to be fixed first and then go back to the project manager, which was the City, and see if there is any recourse.

Board President Puki asked if the consultant recommended any particular product.

Commissioner Gengler asked if the consultant saw any of the examples that the board is seeing when he was in the facility.

Mr. McCoy stated that the consultant gave him the names of products he recommends and then Mr. McCoy contacted the manufacturers for samples of these products.

Commissioner Zaputil asked if any other facilities have used these products that the board could take of tour of to see the product in use.

Mr. McCoy said that he is researching to find those facilities, but has not yet compiled a list.

Commissioner Zaputil understands that the RFP does not spec out a product and the benefits of that are if someone has a better solution, they can present it to the board for review.

Board President Puki called for a five minute recess at 8:56 p.m. and called the meeting back to order at 9:01 p.m.

Board President Puki wanted to clarify for the record that these solutions are not coatings, there are actual materials that have to be laid down and bonded.

Mr. McCoy stated that once the material is decided upon, the order is placed and then they are shipped to the facility. They are then rolled out, cut and sized properly.

Board President Puki is concerned about the nature of the current floor being uneven and the bonding process with the new material.

Mr. McCoy brought up that as long as the flooring is being replaced, this might be an excellent time to widen channel drains.

Mr. Perkins said that would be a very expensive endeavor.

Board President Puki asked if there was a problem with the drains.

Mr. Perkins stated that the problem with the drains is they cannot be pulled up to clean them out and they are only an inch wide. The ones when the pool covers are rolled up flood.

Mr. McCoy interjected that the pool covers disintegrate so little particles get in the drains and plug them up.

Mr. Perkins is working on a solution for this issue.

Commissioner Zaputil asked if currently the grates cannot be pulled up.

Mr. Perkins said that there are access points where a hose can be used to try to flush the drains.

Board President Puki stated that one of the things that would be a part of the RFP is it a poured product or an overlaid product.

Commissioner Zaputil said based on the current way the RFP is written there would be a one year warranty. If a defect is found within the one year, that would reset the one year clock. She would like to see a longer warranty period. This is all a part of the process of reviewing bids and selection.

Board President Puki said that normally contractors only warrant the installation. The manufacturer warrants the actual product provided trained and certified installers are utilized. That would authorize a manufacturer's warranty which is generally a longer time period. Part of the RFP should be that an authorized contractor is certified by the manufacturer for installation.

Mr. McCoy interjected that Mr. Snure wanted to remind the board that the chosen contractor must be on the MRSC list.

Commissioner Zaputil would like to see this qualification be under "work", which is page 5 of the contract, and add a bullet point that the contractor must be certified by the manufacturer to install chosen product. She also wondered if the board is moving forward with the RFP because of the time limitation on getting work performed.

Board President Puki asked if the board had a preference of poured flooring versus material overlay.

The consensus of the board was to look at all options presented, and then make the choice they think will best suit the pool environment.

Commissioner Frangello-Anderson said that the RFP needs to get published in order to schedule dates the pool will be shut down for this renovation.

There was a brief discussion held and the consensus was there are some changes that need to be made in the RFP and Mr. Perkins and Board President Puki can review the changes.

Mr. Perkins and Board President Puki agreed to perform this task.

Commissioner Zaputil is comfortable leaving the dates to Mr. Perkins and Board President Puki.

Commissioner Gengler would like to change the date and that RFP responses should be submitted via email to info@tukwilapool.org

Mr. Perkins suggested a subject line on the email could be something along the lines of pool revision.

Mr. McCoy added that some contractors may want to submit in person at the pool and Mr. Perkins agreed that they should be allowed to submit bids that way also.

Commissioner Neuffer wanted to verify if the board wants it to say a request for quotes.

Commissioner Zaputil asked Mr. McCoy if there was a reason for quotes versus proposals.

Mr. McCoy replied that it was suggested to him that it be written that way.

Commissioner Frangello-Anderson wondered if a RFQ is published, then is a RRP required.

Board President Puki stated that RFP and RFQ are two different documents. An RFP is used to gather those interested in what they can do for you. An RFQ actually awarding the work.

Commissioner Zaputil commented on a wording change that is needed on item 4 of the RFP. She is not comfortable with it ending ...*agreed upon*. Therefore, she would like that changed to ...*if mutual agreed*. Then on page 3, the email address needs to be updated.

Mr. McCoy said he would like to add 1.8 "*contractor must be certified by the manufacturer to install products* on page 5 under 1.7.

Board President Puki stated that the one year warranty from the contractor is normal, but that is the reason for the certification by the manufacturer so the warranty period is extended.

Commissioner Gengler asked for clarification of 2.1 which states the contractor will provide monthly statements which will indicate the percentage of completion for each portion of work.

Commissioner Zaputil feels that is standard boiler plate language and has been approved by the attorney.

Commissioner Gengler stated this project is only a 14 day project.

Commissioner Zaputil said that would cover the contractor if there are a number of change orders and it provides the ability for the contractor to invoice should the work take longer than anticipated due to amendments.

Mr. Perkins asked about 3.1 and if that has been determined yet.

Commissioner Zaputil said that number will be under the quote. The next change she would like to make is on page 18 in the packet, page 15 of the contract; under 22, Working Plans and Drawings. One thing that she wanted to add ownership and use of documents to ensure the pool retains ownership of all the documents created. Contractor shall be able to retain copies of these documents. This will become 22.3 and she will send the language to Board President Puki.

Commissioner Frangello-Anderson noted that page 29.01 has a formatting issue.

Commissioner Zaputil went through Exhibit F and clarified the language and definitions. In her opinion the last sentence is unnecessary. Instead of saying *that insert the aggregate was covered*

over in 2013. Also, the sentence about *due to budgetary consideration...* should be removed and the beginning of the next paragraph ...*though more comfortable to the feet* should read *the coefficient of friction was reduced in spots*. Then down to replace *we seek an installer* with *the contractor will provide a durable solution*. She will send these changes to Mr. Perkins and Board President Puki. The last thing is the last sentence should read *a tighter time period is preferred*.

Commissioner Gengler stated that on page 30 under Scope of Work, Exhibit F, the second to the last paragraph is just one sentence and it says *if necessary*. She would prefer to remove that sentence. She will take a closer look and send changes to Mr. Perkins and Board President Puki.

Commissioner Zaputil said that when the map is printed it is hard to discern the difference between black and white and medium light grey.

Board President Puki suggested putting cross-hashes in to make it more readable.

Mr. Perkins asked for clarify that the areas that are not being resurfaced are the back room, the locker rooms and the offices.

Commissioner Zaputil is comfortable with Mr. McCoy and Board President Puki solidifying this RFP to publication on January 4, 2016.

Mr. Perkins wanted to ask if the bleachers would be added. The consensus is they would not be a part of the Scope of Work.

Commissioner Zaputil added that the color choices are up to the board and are not included in the RFP.

Board President Puki wondered if there has to be a meeting to authorize the contract.

Commissioner Zaputil stated that, according to Mr. Snure, a meeting must be held to authorize the contract.

Commissioner Gengler asked how and where the RFP is being posted.

Mr. McCoy replied it is being posted in the Puget Sound Business Journal, which is typical. There is also a regional floor association website where it can be posted.

Commissioner Gengler asked when a completed version is going to be ready for Mr. Perkins and Board President Puki to review.

Mr. McCoy said he can send a revised copy of the RFP by this weekend. He also noted that he is still working on finishing up the website.

Board President Puki said that Mr. McCoy can get the final copy tomorrow and Board President Puki will preview and route to all board members to see if there are any more corrections. Then he will make sure Mr. McCoy receives it by 3:00 p.m., Wednesday.

- i. Next Executive Committee meeting – set time and place
- j. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday January 11, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located At 3460 S. 148th Suite 100, Tukwila, WA 98168.

**MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER, TO
ADJOURN THE MEETING AT 8:45 P.M. MOTION CARRIED 5-0.**

Dave Puki, President of the Board of Commissioners