

DRAFT-TUKWILA POOL METROPOLITAN PARK DISTRICT

February 13, 2016

11:00 a.m.

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

Boulevard Park Library Meeting room

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 11:10 a.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

APPROVE AGENDA

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA WITH THE REMOVAL OF THE INTERVIEW OF KEVIN CAVIEZEL. MOTION CARRIED 5-0.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO ADJOURN THE MEETING FOR FIFTEEN (15) MINUTES UNTIL 11:30 A.M. MOTION CARRIED 5-0.

Board President Puki called the meeting back to order at 11:30 a.m.

BUSINESS ITEMS

a. Executive Director Interview

1. Kevin Caviezel- removed

2. Jennafer Price Cargill

Board President Puki asked Ms. Cargill to present her qualifications, skills and experiences for the position of Executive Director for the Tukwila Pool Metropolitan Park District and to explain why she is the ideal candidate.

Ms. Cargill stated her primary qualification was that she was employed in a similar position in the past when the pool was operated by the City. She has her Aquatic Facilities Operators' Certification and has been trained in the Open Public Meetings Act. She is versed in the WCAs and the RCWs related to operating an MPD and a pool. The last twenty years has been spent learning all facets of operations of different organizations. Ms. Cargill has been a board member of several organizations. On a personal level, this is a job that she has been longing to due for quite awhile.

The following questions were then asked:

1. Describe your approach to learning more information about a topic whether it is a topic you have experience in or a topic you are new to.

Ms. Cargill said that she enjoys research and finding materials related to the subject at hand. She also enjoys meeting with people who have experience on the subject to learn more. Then she filters all the information to find the answer she feels best relates to the matter.

2. How have you supported or worked in a special purpose district or a similar type of government organization before, describe your experience and discuss any challenges you have had and improvements you made.

Ms. Cargill stated that she worked with the TPMPD for ten (10) months in 2014. This was during a time when the challenge the organization faced was whether or not to be self-operating. She helped present the previous board information that assisted in making that decision. As she reflects back on that time, she was pleased to be a part of that presentation. The decision to become self-operating was done in one day which she feels was due in large part to the research and preparation that went into that presentation.

As part of her former role, she had the opportunity to confer with and meet other professionals to discuss how other MPDs handle their operations. She found this was similar to the work she had done with other non-profits. Of course, there are legal differences, but in terms of how the organization operates, it was similar. She was pleased to note that her goals and purposes were in the right direction.

3. As an executive director you will deal with conflicting interests from various stakeholders. A possible scenario would be board members who disagree with a policy or operational issue, how would you deal with it? Provide an example of a time you helped manage a dispute between competing interests.

Ms. Cargill said she thinks it is valuable to establish the responsibilities and roles of each of the players. As a board member, policy is a board responsibility and her role would be to give her advice and then carry out what the whole board decides. If individual board member requests that a policy be put on the agenda, that request would then be given to the board president to decide if that issue is to be on the agenda.

Operational disagreements are a different matter. The board decides if they are happy with the outcome of the operations. If not, they can create policies to have operations work within certain guidelines. The executive director's role would be to be responsive to the needs and requests of members and take that issue to the board as a whole to take action. In the executive director role, it is about relationships and trust. This is why she feels strongly about this position because of the relationship and trust she has in this board. Having that as a starting point makes everything much easier for all involved.

4. The ED position is a part-time, exempt position with a flexible schedule that balances work in both an independent and team environment. How would you determine the hours you would work and what is your availability to attend events on weekends and evenings?

Ms. Cargill stated that she has worked for non-profits for many years and weekends and evenings are part of the position. One of the benefits of a flexible schedule is that she can work from home and still be with her family. The hours she would work would depend on what the outcomes the board requires from her and she would work to achieve those outcomes. In a position like this, it can be difficult to determine hours as in set hours, as they can vary from week to week.

5. The executive director is in charge of the MPD budget. Tell us your budgeting experience and how you have dealt with budgets. What do you find challenging and what do you find interesting?

Ms. Cargill said budgeting is about planning. With the end goal in mind, a budget needs to be constructed to support that goal. That requires planning and forethought. Sitting down in advance with all the planning the budget should be able to be balanced and accurate. One of the things that she enjoyed when she was in this position before was having the Budget Committee to have discussions with, having the trust and respect for the MPD and each other.

6. As you well know, this is a small district with limited resources. This position includes clerical work, for example, creating agendas and maintaining public records. Please expand on your qualifications and ability to perform clerical work.

Ms. Cargill explained that in her career she has never had an assistant who did the clerical work, she has always done her own clerical work. The type of work that is required in this position was new to her when she last held this position. She learned on the job and now has a firm grasp on this portion of the position requirement.

7. Is there anything that you would like us to know about you or do you have any questions for us?

Ms. Cargill asked about evaluations and outcomes measurements, is that something the board would like to see happen?

Board President Puki stated that to date, evaluations by the board have not happened during this transition time. Since this board has been seated, the struggles have been mostly financial and working on the organizational chart. The board has dealt with and has a budget for 2016. There are renovation plans for the floor that have been approved and are in process of being scheduled. The board has had to be the assistant to the aquatics manager for operations. The board also has other issues to be dealt with when time permits.

Ms. Cargill said she found a budget online for 2016, but was not sure if it was the correct one.

Commissioner Zaputil stated the approved budget was in the December 17th packet.

Ms. Cargill inquired about the board's operational roles and how the board sees that going forward once an ED is in place.

Board President Puki said the board would like to step out of operations entirely.

Ms. Cargill asked if the board considered training for this position. She has found, in her experience, that people think they know what a position entails, but when they get in that

position, they find it is different from what they thought. How does the board feel about training?

Board President Puki said the board wants to support the ED and follow some direction as to what will be the board's roles in the future. Ultimately, having an ED will help define what the board's role should be and make it easier to understand the roles. At that point, training can be pursued to fine tune those goals.

Commissioner Zaputil stated the full board has done OPMA and public records training as required. Some individual members have had WCIA training on some things.

Ms. Cargill was thinking about what it means to be on a policy board. The dynamic is interesting because this structure is similar to the way for profit companies are set up. When people are put in these positions for profit companies, it is usually due to knowledge and experience in the industry. For non-profits, that is not always the case, so she has educated herself in how boards operate.

Board President Puki stated there is a basic set of policies between the former board and this board outlining a foundation for policies. These are probably not as complete as needed, but there is a base to build upon. This is one of the things the board would like the ED to tackle; tailor the policies more to the MPD and if there is a policy that needs to be in place, bring that or those to the board. Then all of those policies can be implemented so the pool can run smoothly and opportunities for revenue can be exploited.

Commissioner Zaputil said the Advisory Committee reviewed all of the policies that were presented from the previous board.

Ms. Cargill stated that the policies she read were mostly related to operations; are there any policies in relation to the board itself?

Commissioner Zaputil thought it was February or March the previous board approved board bylaws. They repealed an original resolution and replaced it with board bylaws.

Ms. Cargill said the second part of that question would be about policies that are the district policies that are not necessarily in relation to the operations of the pool, but more to the operations of the district.

Commissioner Zaputil stated there are both operational and district policies such as public records included. They were modeled after the William Shore Pool district.

Ms. Cargill said she wanted to get an idea of progression that has been made since 2014.

Board President Puki said that the district has come a very long way, but more progress is needed.

Ms. Cargill would love to assist the district in cleaning up all the little bits and pieces that still need to be put together and focus on long term planning.

Board President Puki said that in his experience in policy making, policies become living documents that have to be changed and updated from time to time. It is his hope that there can be a period review every three years to make sure all policies are still valid.

Ms. Cargill stated that she likes to be proactive and that is how she will go through the policies, trying to anticipate upcoming issues. It is easier to handle issues when there is already a policy in place. As the district moves forward and grows, there will be more needs to have policies in place.

Board President Puki said that most of the district's policies are online now.

Commissioner Zaputil stated that the policies are contained within agenda packets, they have not been extracted out and that is underway.

Board President Puki agreed that the project was being worked on and the board wants to be as transparent as possible. Most everything will be available online.

Ms. Cargill said that answers most of her questions; were there any other questions the board has of her?

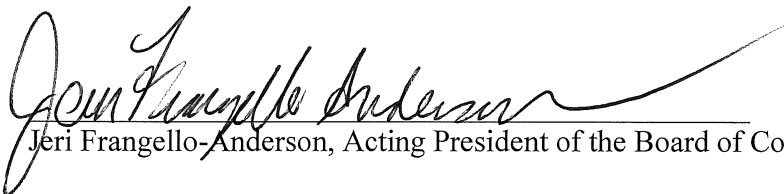
Commissioner Zaputil stated that the same set of questions will be asked of all the candidates.

Ms. Cargill said she is excited by this opportunity and also excited by the possibility of working with this board.

Board President Puki stated that this is a new era and everyone on the board was elected to their position. The board has taken on the challenge of trying to get an understanding of what is needed and making everything run smoothly. The goal is to have happy clientele come to the pool and have a safe pool to swim in.

Ms. Cargill said that was the biggest struggle she had in this position previously feeling like she was not able to do the job that was needed. She does not feel that way with this board.

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY
COMMISSIONER ZAPUTIL TO ADJOURN THE MEETING AT 12:00 P.M.
MOTION CARRIED 5-0.**



Jeri Frangello-Anderson, Acting President of the Board of Commissioners

