

DRAFT-TUKWILA POOL METROPOLITAN PARK DISTRICT

February 14, 2016

12:00 p.m.

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

Burien Library Meeting room

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 12:07 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

Diane Meyers, a citizen, was also present

APPROVE AGENDA

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

BUSINESS ITEMS

- a) Continuation of Executive Director Interviews for:
 - 1. Jose Saez
 - 2. Tom Reber

Board President Puki asked Jose Saez to present his qualifications, skills and experiences for the position of executive director for the Tukwila Pool Metropolitan Pool District. He requested that Mr. Saez explain why he feels he is the ideal candidate.

Mr. Saez stated that he was originally from Brooklyn, NY. He has just returned from visiting his family in Florida. He is an honorably retired military veteran of the Coast Guard. His career history is as an outside salesperson for DeVry University. His position was to inform people about education and how to obtain degrees in their fields. This enabled him to network with school professionals and give talks to younger people about the power of education. He has a master's degree and finds that education is a powerful tool for success.

He has worked in for profit education since retiring from the service with a two-year break where he was selling L&I worker's comp for a company that was a third party administrator. He went back to education and managed two campuses. His current position is director of business development in a for profit company. He applied for this

position to put his experience in management and community relations to work. Mentoring and coaching are his favorite way to manage people. When he first was employed out of the service, he would spend time training and ended up firing people because they were not meeting expectations. He realized leading from fear versus leading by opportunities was the best way to get and keep good people. He feels all good managers have to go through an adjustment. His management style is very thorough.

Board President Puki had the board members introduce themselves. Then the commissioners began to ask the pre-scripted questions:

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.

Mr. Saez responded that in his previous positions, he was mostly a salesperson. When he began employment with the L&I worker's comp, he had no idea how it worked, but he was able to sell the product, the clinics, the doctors, etc. To be able to intelligently talk to the people involved with these clinics, he had to research many medical terms and learn what they meant.

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

Mr. Saez said to be honest, he has not worked with special purpose districts, but working with the L&I company he was able to talk with different community centers. He worked a lot with Federal Way and mentored and coached people of color. He also gave talks to high school students.

3. As an executive director you will deal with conflicting interests from various stakeholders. A possible scenario would be board members that 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.

Mr. Saez replied that he listens to the problems and the people without jumping to conclusions. In education, all the departments need to work with each other to run the institution smoothly. He ran the Admissions Department at DeVry and since admissions was not educational he had to continually work with the education staff to ensure that the students admitted were ready to learn. His role was to let the education staff know that the Admissions Department was part of team.

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?

Mr. Saez stated that as a retired person, his time is flexible so a part-time job is very appealing to him. He would like to spend more time with his family and this position would allow him to do that. Money is not the real issue for him. He loves to work so does not really have a time clock.

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?

Mr. Saez said that he has an extensive budget background as he has always been in charge of his own budgets in his previous employment. In his last position in Florida, the company needed to change the margins. He felt the goal was a little unrealistic; however, he was able to come within 2% of the margin desired. The school did ask that he stay on, but Florida is not where he wants to live.

Mr. Saez was able to cut the overhead of the school and help staff with time management to trim expenses. All the changes he made were very transparent. He understands that the executive director position is different and will require more diplomacy. Looking at trends will help him find solutions to budget shortfalls and overages to help balance the budget.

6. 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.

Mr. Saez responded that he has always lead his own teams and that means he will get with the team and do whatever is necessary to complete the goals. He emphasized that he is a hard worker and wants to be part of the team. To do that, he has to be able to learn all aspects of the position. Every person on the team would know that he is approachable and that this is a team effort.

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

Mr. Saez would like the board to know a little bit more about his style of management. When he joined the California Culinary Institute, there was a misconception about how he would feel about people with other sexual orientations because he came from a military background. The staff was not on his side, but he requested that they give him a week to get to know them and for them to get to know him.

What he learned out of that experience is to give everybody the opportunity to know and understand each other. Everyone has their roles, but the team is the important part. One of the things he asks when leaving a position is what he can do better and what did they like about his style. He sets clear expectations for staff and is a professional person. Setting a tone in the beginning seems to make things run a bit easier.

He asked what the board is looking for in an ED?

Board President Puki said that this is a special purpose district consisting of one swimming pool and what the board is looking for is a general manager; somebody that can deal with operations, accounting, scheduling and public records information. The pool survives on tax dollars; therefore, transparency in all aspects is very important. Getting all the records online is a priority. Operational issues such as programming, assist the operations manager in working with the school district and private educational institutions.

Another aspect is to be a project manager for renovation and repair operations. Primarily, what the board is looking for is someone that can do everything so the board becomes just an oversight board.

Mr. Saez said that he feels he has the experience in all the requirements for the position.

Board President Puki stated that this is part-time position because the pool is a single entity and should be able to be managed on a part-time basis.

Mr. Saez said that his goal is to get out of for profit education. He has been offered other positions, but he wants to move away from that field. He is looking for a new challenge and this position has a lot of possibility for growth. He asked the board what date they plan to have a decision on filling this position.

Commissioner Zaputil stated the original goal was first part of March.

Mr. Saez stated that he is bi-lingual and speaks Spanish.

(Mr. Saez interview concluded)

Board President Puki asked the board to introduce themselves to Mr. Reber. Board President Puki stated the same questions are asked of all candidates and asked Mr. Reber to present his qualifications, skills and experiences for the position of executive director for the Tukwila Pool Metropolitan Pool District and requested that Mr. Reber explain why he is the ideal candidate.

Mr. Reber stated that he has a long history of working for local government and is familiar with the executive director and city manager positions and being responsible to a board of directors. In those positions, he has worked to implement strategies and plans for those organizations.

He is from Minnesota and received his degree in Urban and Regional Studies with a concentration in management at University of Minnesota. He has worked in a variety of areas and has had both good experiences and bad experiences with elected bodies. Over the last fifteen years he has operated his own business. In 2000 he was the city manager in another town. In that position he was required to straighten out financial issues created before his employment. He worked long hours and felt the council was uncooperative making it difficult to resolve issues.

After that he opened his own business which he still operates. The executive director position would be ideal as it would allow him to still run his business, but provide stable income.

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.

Mr. Reber stated that he is a lifelong learner. When he was a public works director, the employee preceding him was a certified water operator and Mr. Reber also obtained that certification. From that position he was promoted and obtained further certification in water management. When he was employed by a homeowner's association, he obtained certified manager of community associations and the association management specialist.

He would like to mention that there is some association between certifications in potable water and swimming pools.

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

Mr. Reber has not worked in a special purpose district before; however, the community association is not a general terms government, but they are similar. He achieved implementing the capital improvements plan, prepared plans and specs. He has been through the bidding process and finishing of the projects.

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.

Mr. Reber stated that disagreements are the nature of democracy. When those occur within the board, he tries to remain neutral. When issues arise, he will do extensive research and look for alternatives for addressing the issue and make his recommendation based on that research to the board. In his experience with pools, temperature always seems to be the issue. It's a matter of educating people.

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?

Mr. Reber considers a work week to be 50-60 hours; this position is a little more than half-time. He would vary the work hours by ensuring the aquatics manager and the pool clientele needs are met. Weekend and evening attendance of events are part of the job and something he has done in most of his positions.

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?

Mr. Reber has extensive budgeting experience with different sizes of organizations. He has prepared budgets and contacted vendors to get costs of everything needed to run the organization. He likes to work with the board on the budget process including strategic plans, which makes putting the budget together easier. Other people have a tendency to add 2% to everything in the budget, but it is important the board put together the goals and strategic plans and then developing a budget becomes easier.

6. 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.

Mr. Reber stated that he has does not much experience in performing clerical work. He has worked closely with clerks when looking at state statutes and records. He mentioned his keyboard skills are not the best. He uses software and dictates. These devices allow him to compose studies quickly. As an example, when working for the HOA, the homes

had been filed by tax parcel numbers which needed to be changed to an easier system. He helped file them by house numbers and street addresses.

As far as open meeting, public records he is very familiar as it was done the same for the HOA.

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

Mr. Reber really likes the position because it allows the flexibility he would like. He is not looking to retire anytime soon. He is a nationally ranked tennis player. In looking at the minutes for the MPD, he noticed that there was an administrative director, so why did the executive position become open?

Board President Puki stated that the administrative director was an appointed position from the previous board and it was created to be a parallel position to the aquatics manager. The main reason was to convert the records from when the pool belonged to the City to when the pool became self-operating and also create an archive of those records. This is still a work in progress. This board decided to have an organizational change, which included an executive director, which would be over the operations director instead of parallel to that position.

Mr. Reber inquired if the administrator is applying for this position also.

Board President Puki stated that the administrator was not applying.

Mr. Reber asked about the remainder of the process.

Board President Puki said that the administrative director position has been eliminated and the rest of the process is continuing to interview candidates, then discuss those interviews and make a decision. Then the board will announce the decision.

Mr. Reber stated that the board has a special meeting for 6:00 p.m. tonight. The response to his inquiry was there is no scheduled meeting after this one.

Mr. Reber inquired about the water sewer district as the regular meeting place for this board.

The board responded that that is the place on the second Monday of every month.

Board President Puki thanked Mr. Reber for his time today and assured him he would be notified of the board's decision.

(Mr. Reber interview was concluded and he left the meeting)

Board President Puki stated that this ends the interviews for now. He asked if the board closed the candidate filing.

Commissioner Frangello-Anderson said that it is no longer on Seattle Times and Zip Recruiter. but is still up on Craigslist.

Commissioner Zaputil said the advertisement was posted as "until filled".

Board President Puki said that the board received another application last night; has that process been completed or is there another applicant in the mix?

Commissioner Zaputil feels comfortable deferring to the Narrow Down Committee if they are comfortable with whom they brought forward.

Commissioner Gengler thinks there was a good pool of applicants to choose from, so she feels the board could move forward in making a decision. She reviewed the latest application and it is her opinion that this candidate would have fit the parameters for the position.

Commissioner Zaputil asked if Commissioner Gengler thought the last candidate would be one of the final four brought to the committee.

Commissioner Gengler said there was no discussion about this person in the committee, but she is comfortable with the pool of candidates that were chosen.

Board President Puki is concerned about losing an opportunity by not interviewing this latest application.

Commissioner Gengler said there was another alternate candidate so if the board wants to extend the process and schedule another interview, that could be done.

Board President Puki asked the Narrow Down Committee if they feel the qualifications of the candidate that emailed last night are good enough to reconsider evaluating that individual and see if there is not another candidate that the board should be interviewing.

Commissioner Frangello-Anderson admitted that the application is very intriguing and she would be interested in seeing what the board would like to do about setting up an interview since there was one candidate that dropped out. She feels if this individual had been in the mix in the beginning, they would have been a top contender.

Commissioner Zaputil said she was happy with the candidates brought forward and feels the board could continue to move forward. She mentioned that the board could go into Executive Session to discuss the qualifications of the candidates already interviewed. Then re-join the Regular Meeting to decide whether the board wants to continue with the candidates already presented.

Board President Puki said the question is still if the board wants to include this latest candidate. He was impressed with this individual also. There are three board members that feel this person has strong qualifications and should be considered.

Commissioner Gengler she also looked at the application and felt this person was a strong candidate for operations manager, but is concerned about that the ability for this candidate to transcend into an executive position. The pool needs an executive director and not an operations manager.

Commissioner Neuffer is comfortable with extending the process just a bit longer to make sure that the right person is hired to fill this position. She is fine with extending her duties longer to ensure the right candidate is chosen.

Commissioner Zaputil agrees that the board needs to make sure the right person is awarded the position; however, she would like to do an Executive Session today while the candidates are fresh in the minds of the board and to review their qualifications. As far as extending for this last candidate; she wants the board to be aware that there may be other candidates that come up. She would like to make sure the board does not keep extending the deadline.

Board President Puki believes the board is ahead of schedule for hiring. He called for an Executive Session for not more than 35 minutes at 1:25 p.m. but wanted to hear citizen's comments first.

CITIZENS COMMENTS

Jacque Carroll stated she was not in attendance for the first interview, but she understands that the candidate had a strong background in sales and management. Although it is exciting to think about how that person could bring in more income, it is unclear to her how that focus would be able to transcend into the overall executive administration position. The last candidate interviewed brings strong overall skills; the one thing that bothers her is the lack of computing skills. She is unsure about having someone in this role that is not good with the computer.

She continued that Jennafer Price Cargill has an extensive background working in the non-profit arena. That is a skill background that is lacking in the other candidates. Ms. Cargill brings good understanding and knowledge of running a small district. She also is interested in the dynamics that having a female in this role would bring. She feels that women's approach to problem solving is frequently different from that of a man.

Diane Meyers agreed with what Ms. Carroll said. When Commissioner Gengler talked about this other candidate that has not been interviewed, the concern was that the individual was very strong in operations. Her view is if the aquatics manager was unable to work, it might be a good thing to have someone else who has operations skills to step in. She feels the candidates are good, but they do not have the non-profit background.

Jacque Carroll wanted to follow up on Diane's idea of the backup for the aquatics manager; what is the chain of command should he be off work? She sees that some things could be handled by the lifeguards, but not everything. She is uncertain if there is anything in the executive director position that alludes to backing up the aquatics manager or would the executive director and aquatics manager figure that out by themselves?

Commissioner Gengler said that the organizational chart would be the executive director over the operations, so it is the executive director's position to make sure that is plan to place. She feels the board and district need to focus on a leader and not just on a skill set.

Diane Meyers stated that she liked one of the candidate's willingness to go get the certifications needed for the job.

Board President Puki closed citizen's comments and read the Executive Session language. He then called for an Executive Session for 30 minutes at 1:50 p.m.

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 Puki called the meeting back to order at 2:20 p.m. He is comfortable making a decision, but would like to have more time.

Commissioner Neuffer said she would not be comfortable making a decision now and would like to have more time.

Commissioner Frangello-Anderson stated she is comfortable making a decision.

Commissioner Zaputil said she is comfortable with making a decision today.

Commissioner Gengler said she is also comfortable with moving forward today.

Board President Puki asked the board if they would allow more time for those that are not ready to make a decision now and if another special meeting should be scheduled.

Commissioner Zaputil would be happy to ensure everyone has the time necessary to come to the right decision. This is an important decision and no one wants to be rushed. However, time is of the essence for many reasons and the board will still be needed to take up the slack in the meantime. She is comfortable with allowing another week for everyone to come to a decision.

Commissioner Neuffer said she would be comfortable with making a decision within the next week.

Board President Puki said that would be fine. He asked what time would the board like to schedule a Special Meeting. The consensus of the board was to schedule the meeting Thursday, February 18th at 6:30 p.m.

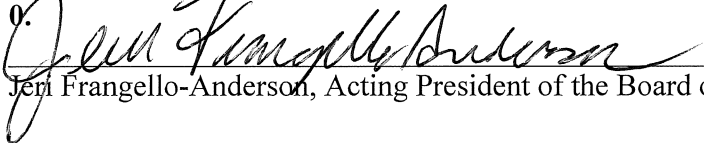
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Commissioner Gengler thought it was important to have Commissioner Frangello-Anderson update the three candidates of the time table.

Board President Puki stated that the next Special Meeting is scheduled for 6:30 p.m. on Thursday, February 18th, either at the pool or a library to be determined.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL, TO ADJOURN THE MEETING AT 2:30 P.M. MOTION CARRIED 5-



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