

DRAFT-TUKWILA POOL METROPOLITAN PARK DISTRICT

February 18, 2016

6:30 p.m.

**BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES
Foster Library Meeting Room**

CALL TO ORDER

Board President Dave Puki called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:30 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.

APPROVE AGENDA

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

CITIZENS COMMENTS *(Limited to 4 minutes)*

There were no citizen comments.

BUSINESS ITEMS

- a) Discussion and possible decision on Executive Director Contract

Board President Puki asked if there was anymore discussion about the candidates that the board has interviewed. Seeing none, he asked if all members were ready to choose their candidate. All board members said they were ready to make a decision.

Commissioner Zaputil stated that her choice is Jennafer Price Cargill.

Commissioner Neuffer said all the candidates were all good, but her choice is Jennafer Price Cargill.

Commissioner Frangello-Anderson in her opinion and in what is best for the district at this time, her choice is Jennafer Price Cargill.

Board President Puki opinion felt that both Mr. Reber and Ms. Cargill were excellent candidates. Mr. Reber has the leadership capabilities that the district needs right now and so that's what stood out. However, there would be a training period with him as he has no

background in special districts. Ms. Cargill is a known entity and can hit the ground running. She basically wrote the job description when she had this role before. Board President Puki vote is for Ms. Cargill.

Commissioner Gengler chose not to voice her choice as the board has already decided.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON, FOR THE BOARD PRESIDENT TO MOVE FORWARD ON A CONTRACT FOR EXECUTIVE DIRECTOR WITH JENNAFER PRICE CARGILL. MOTION CARRIED 4-1.

- b) Discussion and possible creation of an ad-hoc “Executive Director Onboarding Committee”

Commissioner Zaputil asked if the contract had sent to Mr. Snure for his evaluation.

Board President Puki replied he was unsure if it had gone to Mr. Snure or not.

Commissioner Zaputil said she put this together by using the template for Dave Perkins’ contract. She deleted references to the aquatics manager.

Commissioner Gengler requested the hours of employment be read out loud.

Commissioner Zaputil recited the hours of employment is a minimum of 28 hours per week. It is a part-time, exempt position at a monthly salary of \$3,750. There is an addendum for benefits, which are 15% of the salary per month. The job description is not included on contracts. This is a boiler plate contract from Mr. Snure.

Commissioner Neuffer suggested the Commissioner Zaputil forward this to Mr. Snure for his purview and cc Board President Puki.

Board President Puki asked if there was anything the board needed to do as far as onboarding the executive director?

Commissioner Zaputil asked what the timeline will be for signing the contract?

Board President Puki stated that as soon as the contract comes back from Mr. Snure, it will be offered to Jennafer Price Cargill. The signing of the contract can be done at the pool.

Commissioner Frangello-Anderson said the background check still needs to be done, but the contract can be signed without that being completed.

Commissioner Zaputil stated that the contract needs to be signed by the president and the clerk as well as the executive director.

Commissioner Frangello-Anderson received an email from Ms. Cargill that said that she would be unable to attend this meeting, but that she definitely wants to know the decision.

Board President Puki asked that the clerk reply to Ms. Cargill's email saying sorry you were unable to attend the meeting; however, the contract is being offered to you.

Commissioner Frangello-Anderson found a form letter to let the other candidates know of the decision.

Commissioner Zaputil thinks letting Ms. Cargill know as soon as possible that she was chosen. The actual date the contract will be executed is the unknown at this time.

Commissioner Frangello-Anderson asked if the board is still hoping for a March 1st start date for Ms. Cargill.

Commissioner Neuffer feels the sooner the better, but it is up to Ms. Cargill.

Board President Puki asked the clerk to please ask Ms. Cargill what her first day of work could be. He would like to meet with her before she actually starts work to give her updates so she can hit the ground running.

Commissioner Zaputil asked if that meant Board President Puki is willing to be on the onboarding committee.

Board President Puki said he is very willing to be on that committee.

Commissioner Zaputil wondered if it seemed reasonable that everything could be back from the attorney by the 26th and set up a tentative contract signing for that date.

Board President Puki said if Ms. Cargill accepts the position, even though the contract may not be signed, he would still like to have a meeting with her about the pool and the status of what is happening now. At that time, Board President Puki will also give her the list of duties and functions of the position.

Commissioner Zaputil agrees with Commissioner Neuffer that March 1st would be nice for Ms. Cargill to begin work if that is possible.

Commissioner Frangello-Anderson will have to contact Ms. Cargill to learn what her status is. She will email Ms. Cargill and get the information about dates. She can cc Board President Puki with that email.

Commissioner Zaputil asked if there was anyone else on the Onboarding Committee.

Commissioner Neuffer said as a side note, Board President Puki and Mr. Perkins will be bringing Ms. Cargill up to speed. One of the things she will need to know is that this is a

fresh start. Things that informed her before should no longer be an issue.

Board President Puki said that existing issues that are compromising the operational ability of the district are things Ms. Cargill also needs to be informed about.

Commissioner Gengler feels that there needs to be another member of the Onboarding Committee. She thinks it is important that Ms. Cargill hears other viewpoints.

Commissioner Zaputil would like Commissioner Neuffer to also join the Onboarding Committee to let Ms. Cargill know about the new beginning, fresh start approach.

Board President Puki could be the technical portion of the committee.

Commissioner Gengler said there are several issues that cannot be discussed and is concerned that Ms. Cargill not be influenced by different viewpoints. She wants Ms. Cargill to be presented with a list of the issues only.

Board President Puki said all issues will be settled by the board and Ms. Cargill is aware that the board will need several resolutions soon.

Commissioner Neuffer would be happy to be on the committee as much as her availability allows.

Commissioner Frangello-Anderson is going to invite Ms. Cargill to the TPAC meeting this weekend to introduce her to the new members of TPAC.

Board President Puki would be comfortable with a verbal affirmative response from Ms. Cargill to start the onboarding process pending the contract signing and the background check. It is up to Ms. Cargill if she wants to start the process before she signs the contract.

Commissioner Neuffer said she will make herself available nights and weekends.

Commissioner Gengler asked if it would be possible for the AdHoc Committee to create a list of what will be discussed with the executive director and send that list to the board.

Board President Puki stated he will not have time to do that, but the commissioners are free to send him subjects they would like discussed with the executive director.

Commissioner Neuffer was not thinking about specific items, but more of a general discussion.

Commissioner Gengler said that there are some very specific issues that the district is concerned about that Ms. Cargill will have to be brought up to speed on. Commissioner Gengler's concern is that those issues be brought up in an objective manner.

Commissioner Neuffer noted that there is a list of problems.

Commissioner Gengler said the executive director can make decisions. She would not want Ms. Cargill to make decisions that the entire board has not discussed. She feels the best way to approach this is to present the issues to Ms. Cargill with all the information the board has without any personal opinions or editorials.

Board President Puki asked if Commissioner Gengler would like to prepare what she would like to be discussed with Ms. Cargill.

Commissioner Zaputil said that some of the commissioners may know what the issues are and some may not.

Commissioner Gengler does not think the specifics need to be discussed because they involve the Ad Hoc Committee. The Ad Hoc Committee will be talking about the current issues, which include the floor, the status of the software, programs and communications regarding the floor.

Board President Puki said there is also the issue with the bank account.

Commissioner Frangello-Anderson stated how things are going to be communicated to the board is a key thing. It is important that the lines of communication remain open.

Commissioner Gengler said that it is important, when bringing Ms. Cargill up-to-speed, that she gets an objective, factual account without personal opinions.

Board President Puki stated that Ms. Cargill will have to go and do research on these issues. The commissioners will not be telling her what to do, just presenting her with the issues. It will be up to her to investigate those things, find the information she needs and then report to the board what she has discovered and feels should be done about fixing said issue.

Commissioner Gengler said that the email she received from the board president regarding the software is not a view that should be shared with Ms. Cargill. That is a personal view and if she comes to the same conclusion, that is fine, but if anybody uses their influence in the Ad Hoc Committee without having the board having a discussion about that, she feels that would be inappropriate.

Commissioner Zaputil asked if the board has a preference about how the executive director communicates with the board.

Commissioner Frangello-Anderson said that was a good question and she does not have the answer. She just wants the lines of communication to remain open.

Commissioner Neuffer thinks from a communications standpoint, she appreciates the informational emails although sometimes she feels like there are pieces missing.

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Hopefully, between the board and the executive director it will be figured out. She feels the communication style is still a bit new and everyone is figuring it out. How to be open and available to the public is still an issue.

Commissioner Zaputil thinks the communication issue may be a learning process between the executive director and the board.

Commissioner Frangello-Anderson stated this will also be a question for Ms. Cargill as to what would be her preference for communication.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL, TO ADJOURN THE MEETING AT 7:05 P.M. MOTION CARRIED 5-0.



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