

TUKWILA POOL METROPOLITAN PARK DISTRICT

April 11, 2016

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

President of the Board, Vanessa Zaputil, called the meeting to order at 6:01 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Ellen Gengler and Christine Neuffer.

MOVED BY COMMISSIONER NEUFFER TO EXCUSE COMMISSIONER JERI FRANGELLO-ANDERSON, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Dave Perkins, Aquatics Manager and Jennafer Price Cargill, Executive Director

CONSENT AGENDA

MOVED BY COMMISSIONER NEUFFER TO APPROVE THE AGENDA SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

CITIZEN COMMENTS *(Limited to 4 minutes)*

No citizen comments were made.

CONSENT AGENDA

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting March 14, 2016.
- b) Approve Voucher(s)

MOVED BY NEUFFERCOMMISSIONER TO ACCEPT THE CONSENT AGENDA AS PRESENTED SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

REPORTS

a. Commissioners

Commissioner Neuffer reported that a meeting was held to set up the process for recruiting and installing a new commissioner. She announced there will be an event called *The Leaders at the Links* on Saturday which will be attended by the Mayor of Tukwila and the Superintendent of Tukwila Schools. They will be there to talk to the citizens about upcoming projects. Commissioner Neuffer feels it would be good to have one of the commissioners at this event to recruit possible candidates for the open commissioner position.

Commissioner Gengler asked about the compensation discussion that was held over from the last meeting to be continued at the current meeting; however, she did not receive any paperwork on this subject in the packet.

President Zaputil stated that since one commissioner was unable to attend this meeting; President Zaputil extended this discussion to the May or June meeting. This is a very important subject and she feels all commissioners should be in attendance for the discussion.

President Zaputil stated the Egg Hunt event was very well attended and received by the public thanks to all who made that event a success. Ms. Price Cargill and President Zaputil have been meeting on the administrative processes for the pool. President Zaputil also contacted other local commissioners of special purpose districts to see how they work. She and Ms. Price Cargill will have a meeting with one of them soon.

b. Executive Director

Ms. Price Cargill reported that there was information posted on the website regarding the pool being reopened and is hopeful that everyone has had an opportunity to come look at the work done on the floor. There have been concerns about the bill payment cycle and while that is not fully resolved, strides are being made towards resolution. She has submitted a change of address to King County to have all mail to be sent to the pool.

She reported that she is working with the budget to make it more in line with the way the commissioners intend to spend the money. The bottom line numbers will not change; it will just be easier to see how money is actually being spent.

She stated that the retreat date has been set for June 4th, if there are any objections to that date, please let her know as soon as possible.

She further clarified that the changes being made to the budget will provide more information in order to make better decisions for the future. The budget currently

is written somewhat to state specifications, but it is not useful for her to make decisions on how to use funds. She is working on reconciling the various documents so everyone gets the information they need in the same format.

Commissioner Neuffer responded that this change will allow the board to have a better breakdown of where the budget monies are being spent.

Ms. Price Cargill replied that this new format will go into much more detail than the board probably needs, but it's being done that way because she needs it to be very detailed so that she can make good decisions. The version the board will use might not be quite so detailed.

President Zaputil said when the City ran the pool, the budget numbers were very general. Then, when they began self-operating, the budget had more line items and this new format will have even more line items. A budget that would go to the state would be a higher level, but the commissioners would see the monthly breakdown.

Commissioner Gengler asked if the line items were contained in QuickBooks already.

Ms. Price Cargill replied that she will be putting all the line items into QuickBooks once she has designed them.

Commissioner Gengler said to clear up her confusion; she asked if checks or warrants are not entered into QuickBooks.

Ms. Price Cargill stated that all transactions are entered into QuickBooks; however, some of the line items are not currently detailed in the software. This new system's reports will include better details needed to stay on budget.

Commissioner Neuffer asked if the standardized forms are available online.

Ms. Price Cargill said that she is still finding the forms that have been created and learning which forms are still needed. Once this is completed, the plan is to have some of them online as needed. Some of them will not be available online because they will only apply to commissioners or staff. The reimbursement form and rental contract forms are complete.

Commissioner Neuffer was happy to see the suggestion box was refilled. Following up on these and communicating with the persons making suggestions still needs to be determined especially if it is a general suggestion such as water temperatures of the showers. Possibly posting the response by the box would be a way of handling those types of suggestions so the public gets feedback.

President Zaputil asked are there currently any problems with water temperature in the showers.

Mr. Perkins, Aquatics Manager, stated shower temperature is a personal preference.

President Zaputil said Commissioner Neuffer's suggestion regarding posting answers to the questions submitted in the suggestion box is a good way to communicate answers like the water temperature of the showers.

Mr. Perkins stated that the water is always recirculating so the temperature should remain at a set range.

Commissioner Neuffer's idea was to find a way to respond to the customers and let them know their suggestions are being taken into account and the outcome of their ideas.

President Zaputil asked if it is known when the executive director will have administrative privileges for the King County account.

Ms. Price Cargill replied that she currently has those privileges and can transfer money.

President Zaputil stated the retreat agenda is being formed, so if there is anything the commissioners would like to have included, please let her or Ms. Price Cargill know. She asked if the board would like food provided at the retreat.

The consensus of the board was to have food provided during the retreat.

President Zaputil asked about expert testimony at the retreat if there was a topic that required more information. The budget for this would be less than \$500, if needed.

Commissioner Neuffer sees no need for experts at this retreat, but they may be needed at some later retreat.

Commissioner Gengler asked when the agenda would be available to the board prior to the retreat.

President Zaputil replied that it should be available three weeks prior to the retreat.

Commissioner Gengler said if during the process of setting the agenda, President Zaputil sees the need for expert testimony, that could be discussed at that point.

President Zaputil remarked that the website improvements are very nice and commissioners need to submit photos of themselves to Ms. Price Cargill to be included on the website. President Zaputil then reiterated her position on new policies, which is to consider first if implementation should be procedural only and not necessitate an actual policy. She cautions against making specific policies for every law that gets passed because doing so could become an administrative burden.

Ms. Price Cargill stated that any policies proposed to the board would be accompanied by a procedure to train or inform staff on how to carry it out. She also noted that there was a power outage at the pool on Saturday morning, so the pool was closed until 9:30 a.m. when it re-opened.

c. Aquatics Manager

Mr. Perkins reported that the flooring has been refinished and there is still a little bit of touch up work to be completed. McKinstry's work is finished and the invoice has received.

Commissioner Neuffer commented that she is happy to see the staff has name tags. She feels perhaps the commissioners should have them also when they are at the pool.

Mr. Perkins also reported that there are 99 children signed up for the new swim lessons which are a part of the new curriculum.

Commissioner Neuffer asked if feedback has been received from the public about the new curriculum.

Mr. Perkins stated he has not received any feedback, but is confident the plan is working much better than before. He suggested possibly distributing surveys to the patrons. He would like to do that after the next session. The main reason for this change in curriculum is to have consistency in the teaching so all students are getting the same lessons at the same time.

President Zaputil feels that conducting a survey around June or July would give a better overall view of the new curriculum and agrees with Commissioner Neuffer that using remarks and scores from the survey would be useful in marketing.

Commissioner Neuffer asked about comparing last year's data to this year's to see how swim class revenue is building.

Mr. Perkins thinks a good baseline for data would be from May to the end of the year. He has the ability to retrieve that data.

Ms. Price Cargill commented that she is also looking at data to use to develop accountabilities. This is a process that will take some time, but it is on her list of projects.

Commissioner Gengler found it interesting that according to the reports Mr. Perkins presented, almost half of the revenue is received by check. She also noted that swim lessons are a big revenue generator. On page 30 of the report, she saw that bottled water is selling well in the concessions.

Mr. Perkins is looking for more items to sell. How does the board feel about selling junk food?

The consensus of the board is for healthy alternatives that have a shelf life and the board will discuss this further at the retreat.

Commissioner Gengler asked Mr. Perkins about adult annual memberships.

Mr. Perkins stated there are annual non-resident and resident memberships, but those may not be broken out in the report. He will investigate and resolve that in the next report. Mr. Perkins also reported that the HVAC has been repaired and the filters have been changed.

President Zaputil asked about payroll budget and if Mr. Perkins feels comfortable with that budget.

Mr. Perkins feels the budget was adequate for the payroll at this time. He has been contacted by an outside source that will be able to provide water aerobics instructors and details are being negotiated. The specific class times have not been established.

Commissioner Neuffer asked about the contract portion for the instructors in this case.

Mr. Perkins stated the way these outside contracts work is usually there is a split of the revenue generated from the classes. Generally, the contractors receive 70% of what the pool makes from the classes. So the more classes that fill up, the more money they make.

Ms. Price Cargill said that this is the way most fitness instructors work, much like commercial gym trainers; the more people they bring in; the more money they can make.

d. Finance

Ms. Price Cargill said the packet included the profit and loss for both January and February, the Budget vs. Actuals for each of those months, the credit card statement and the tax reports.

Commissioner Gengler asked about vending sales and taxable merchandise.

Mr. Perkins stated that vending sales is consumable items, merchandise are things like swim caps and goggles.

Commissioner Gengler asked about contributions from private sources.

Ms. Price Cargill will research that account to find where the money is and why it is being recorded in that way.

Commissioner Gengler also asked about the scholarship fund listed on page 39 of the balance sheet; she is concerned about the accuracy of the balance.

Ms. Price Cargill responded that there may not be a code for scholarship expenses so that may be why that is reflected in that manner. She will correct this in the next report.

President Zaputil mentioned that the CIP amount may be incorrect and should be in the King County account and not in US Bank as represented in this report.

Ms. Price Cargill stated that President Zaputil is correct and this will also be resolved.

Commissioner Gengler feels the way the accounts are listed can be confusing, but thanked President Zaputil and Ms. Price Cargill for their explanations.

President Zaputil asked if the line item on page 35, *Wages-Aquatics Manager*, is correct.

Ms. Price Cargill replied that the Profit and Loss needs more line items to break down this expense. For now, it is the only way to report this and will be corrected as soon as possible.

President Zaputil stated that in looking at the *Benefits/Cafeteria Plan*, she recalled that breaking this down had been discussed with the bookkeeper earlier. This also needs to be cleared up in the next iteration of this report.

Ms. Price Cargill stated that this will be moved in the report and recorded under wages as these benefits are taxable. She will speak to the bookkeeper concerning this item as well.

President Zaputil noted that there were several numbers either not imported or imported incorrectly on page 41, *Budget vs. Actuals*. As the pool numbers get firmed up, this will be properly reflected in this report.

Ms. Price Cargill said this report only reflects what is currently in QuickBooks. All of this data was input using the old coding system, so as the new coding system is implemented, all of this information will be updated and reported correctly.

President Zaputil expects the March end of month reports by April 20th.

Ms. Price Cargill clarified that the information needed is not available to the bookkeeper until the 20th of the month, so her report will be available on the 25th.

President Zaputil asked Ms. Price Cargill if the State Auditor's Office 2015, End of Year report is on track to be finished by the end of May.

Ms. Price Cargill stated that the report will be completed by the deadline.

e. Tukwila Pool Advisory Committee (TPAC)

There were no official TPAC members at the meeting; however, the report was included in the board packet. The TPAC president emailed President Zaputil expressing her appreciation and approval of the new floor at the pool.

Ms. Price Cargill said there was a schedule for commissioners to attend TPAC meetings in the future to avoid conflicts. If a commissioner would like to attend a meeting slated for another commissioner, they can contact each other to ensure that only one commissioner is in attendance. This is not set in stone, so feel free to change meetings with each other.

Commissioner Gengler stated that she spoke to Mr. Snure, Pool Attorney, and was advised that a commissioner may attend a TPAC meeting, but would not be allowed to speak.

President Zaputil clarified that if TPAC has three members of the TPMPD Board in attendance, it is a quorum and that to avoid violating the Open Public Meetings Act at least one commissioner should leave or not speak at all. Otherwise commissioners are allowed to speak in the meeting.

President Zaputil asked if there was a firm date for Spring Clean-up.

Ms. Price Cargill said there is no firm date yet and it would be helpful to have some feedback on dates.

President Zaputil feels this will be discussed at the Saturday TPAC meeting, which is April 16, 2016 at 8:10 at the Community Center. There are still two student spots open in TPAC.

Mr. Perkins stated the April Pools Day flyers will be distributed Tuesday, April 12th to the schools. The flyers to be posted were sent out on Friday, April 8th.

Commissioner Gengler received some feedback from community members that the postcard sized event flyers are preferred.

Mr. Perkins has heard this also and will correct that for future events.

f. Ad Hoc BOC Appointment Committee

Commissioner Gengler thanked everyone who contributed to the packet application.

Commissioner Neuffer is pleased with the success of creating the application. She has not seen the Facebook announcement of the opening, but is hopeful that it will be there soon and will be shared.

President Zaputil is responsible for updating the Facebook feed and will get this information posted soon.

Ms. Price Cargill has talked to the staff about approaching people who love the pool and ask them if they would like to apply for the open commissioner position. People may not see themselves in this role, but once somebody mentions it, they may be willing to apply.

BUSINESS ITEMS

a. Discussion: To consider the proposed appointment of Diane Myers to TPAC.

President Zaputil and Ms. Price Cargill interviewed Ms. Myers. Ms. Myers is well qualified and has demonstrated tireless commitment to the pool.

MOVED BY COMMISSIONER GENGLER TO APPOINT DIANE MYERS TO POSITION #4 OF TPAC, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (3-0).

Ms. Myers is happy to be a part of TPAC.

b. Proposed resolution accepting completion of flooring work by Ironclad.

Mr. Perkins said the deck was registered with DuraFlex and a walk through was

done. There is an area that causes a small puddle that needs to be fixed and some chips by the handle bars. The contractor will repair this on Saturday and it will be covered under the warranty. He is pleased with the product and happy with the installation. The contractor did a great job and went above and beyond expectations.

Ms. Price Cargill is also pleased with the deck. The contractor had a videographer and photographer to take pictures of the process and the pool will be getting copies.

Ms. Price Cargill asked if the small puddle and chips by the handle bars are not safety risks then are the commissioners willing to call this project complete.

President Zaputil noted that during the 2013 CIP, the defects of the previous flooring had been presented to the previous Commission, but was accepted as complete however subsequently not remedied under warranty. She was uncomfortable repeating that process and would prefer the project to be complete before acceptance.

Mr. Perkins told the board that he has been asked by the contractor to create a punch list of work to be completed. The contractor has already invoiced the pool for the project minus the 5% holdback until after the project is accepted as complete, which was in the contract. He does not feel that holding off on accepting the job as complete will be a problem for the contractor.

Commissioner Gengler asked Mr. Perkins to speak to the contractor to see if a one-month delay in acceptance will cause a negative impact to his business. If this delay will cause problems, a Special Meeting can be held to pass the resolution.

President Zaputil will be signing the voucher to pay him what he has invoiced to date therefore, he will receive payment soon.

The consensus of the board was to postpone this item until the finishing work is completed.

c. Proposed resolution establishing a CIP Fund

Ms. Price Cargill presented Resolution 2016-02, creating a separate CIP account with King County.

Commissioner Gengler noted that once this account is established, \$220,000 minus flooring, will be transferred to this account and the CPA and executive director will have access. This account is an interest bearing account.

President Zaputil said that Resolution is to establish the CIP account and that amount is not in the Resolution. Transferring money between the two accounts does require board approval.

MOVED BY COMMISSIONER GENGLER TO ACCEPT RESOLUTION 2016-02 DIRECTING KING COUNTY TO ESTABLISH A SEPARATE ACCOUNT FOR CAPITAL IMPROVEMENT PROJECTS, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (3-0).

- d. Proposed revision of the employee policies to incorporate sick leave.

Ms. Price Cargill stated this proposal is to bring leave policies more in line with the standards nationwide.

Commissioner Gengler said that in the description of this subject, it looks like it is an employee handbook item to incorporate sick leave. She feels the heading of this item may have been misleading as it involves more than sick leave.

Commissioner Neuffer thinks this is an important item, but needs more information to make a valid decision.

Ms. Price Cargill said that is important to clarify that this item is about bringing this policy more in line with what full-time, salaried employees receive.

President Zaputil suggested the commissioners ask for the information they need to make the best decision and then have this item brought back to the board in a more complete form.

Commissioner Neuffer suggested an Ad Hoc Committee to study employee leave policies and how they impact the budget.

Ms. Price Cargill stated that PTO days have to be paid out so that creates a budget impact, but if they are flex-time days for holidays, it will not create an impact. PTO days can be rolled over into the next year; holiday flex-days would not.

Mr. Perkins said that holiday flex days are an industry standard for lifeguards.

President Zaputil asked if the board thinks forming an Ad Hoc Committee would facilitate this subject. After some discussion the consensus was to form an Ad Hoc Committee.

MOVED BY COMMISSIONER NEUFFER TO FORM AN AD HOC COMMITTEE FOR REVIEWING AND REVISING CURRENT EMPLOYEE LEAVE POLICIES, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

President Zaputil asked for volunteers for the Ad Hoc Committee. Commissioner Gengler and President Zaputil will be on the committee. The committee will also invite a TPAC member and Ms. Price Cargill to be involved as she will not be receiving the proposed benefits. There is a time limit to this committee of no more than sixty (60) days. The committee will present findings for approval in that time

frame.

- e. MRSC Roster Renewal

MOVED BY COMMISSIONER GENGLER TO RENEW THE TPMPD'S MEMBERSHIP IN THE MUNICIPAL RESEARCH AND SERVICES CENTER OF WASHINGTON (MRSC) ROSTER, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (3-0).

President Zaputil put this on the agenda for the commissioner's knowledge and as a reminder that this is how the board stays in compliance with the RCWs.

- f. Point of Sale system provider's review

Ms. Price Cargill stated that the pool is not under a deadline to make any commitments on this item; this is information only. She spoke to two different services and received proposals; however, Rec 1 is more economical than either of these service providers.

After a discussion comparing each provider, the consensus of the board is take no action at this time.

- g. Next TPMPD Board of Commissioners Regular Meeting is scheduled for Monday, May 9, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

MISCELLANEOUS

Mr. Perkins received a bill from Ace Fire Security for services rendered in November 2015 that was marked past due. He contacted the provider and asked for a copy of the invoice. The prior administrative director was handling this bill and Mr. Perkins never saw this bill until now. Mr. Perkins researched this and was unable to find where payment had been made.

President Zaputil stated she would go through her records to ensure it had not been paid. She went over the plan for the bills to be paid on time. Mr. Perkins receives the bills on Mondays, scans them, distributes them to the commissioners and hands them off to the bookkeeper for processing on Tuesdays. Then on Thursdays vouchers are ready for signatures.

Mr. Perkins said that this is the protocol that is being followed. There are times when the bookkeeper does not pick up the bills on time.


Ms. Price Cargill stated that the bookkeeper receives the same electronic copies of the bills that the commissioners receive on Mondays so it may not be necessary for her to physically pick them up on Tuesdays.

Commissioner Gengler asked why the bookkeeper would need to see the originals.

Mr. Perkins said that she only needs to see the original deposits as she needs to code them for the records.

ADJOURNMENT

**MOVED BY COMMISSIONER GENGLER TO ADJORN THE MEETING,
SECONDED BY COMMISSIONER NEUFFER AT 8:55 P.M. MOTION
CARRIED (3-0).**



President Zaputil, President of the Board of Commissioners