

TUKWILA METROPOLITAN PARK DISTRICT

**January 11, 2016 - 6:00 p.m.
VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM
DRAFT MINUTES**

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Board President Dave Puki called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:08 p.m.

Pledge of Allegiance was recited.

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.

CONSENT AGENDA

MOVED BY COMMISSIONER ZAPUTIL SECONDED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 5-0.

CITIZEN COMMENTS *(Limited to 4 minutes)*

No citizen comments.

CONSENT AGENDA

- a. Approve Minutes of Tukwila Pool Metropolitan Park District TPMPD Board of Commissioners (BOC) Regular Meeting, December 17, 2015.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY BOARD PRESIDENT PUKI TO AMEND THE MINUTES TO ADD COMMISSIONER ZAPUTIL AS THE SECOND FOR THE MOTION TO CLOSE THE PUBLIC HEARING AND APPROVE MINUTES OF DECEMBER 17, 2015 AS AMENDED. MOTION CARRIED 5-0.

- b. Approve Minutes TPMPD BOC Special Meeting December 28, 2015.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO POSTPONE THE APPROVAL OF MINUTES OF DECEMBER 28, 2015 TO THE NEXT REGULAR MEETING TO ALLOW MORE TIME FOR POSSIBLE CORRECTIONS. MOTION CARRIED 5-0.

- c. Approval of Voucher(s): None

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO MOVE ITEM 5E TO 5A TO INTRODUCE THE NEW BOOKKEEPER. MOTION CARRIED 5-0.

REPORTS

- a. Financial Support Services

Dawn Jackson introduced herself to the board as the new bookkeeper for the TPMPD.

The commissioners and pool staff welcomed Ms. Jackson to the Tukwila Pool. There was no report given at this meeting. Ms. Jackson and Mr. Dance will be working on the report to be given at a later meeting.

Commissioner Zaputil requested that the report be dispersed to the commissioners as soon as it is finalized to give the commissioners more time to study the report before the next meeting.

Ms. Jackson said that she will have the report sent out as soon as possible.

Commissioner Gengler asked Mr. Perkins if a report on the program numbers for the pool can be shared even if the full financial report is not available. These numbers could be part of the aquatic manager's report each month.

Mr. Perkins stated that the software that runs the pool can provide any statistics the commissioners' would be interested in studying.

The commissioner's and staff discussed arranging access to bank records for Ms. Jackson. Several ideas were brought up such as emailing bank statements. The consensus was to research the best way to get the information to Ms. Jackson and initiate that process.

Commissioner Gengler inquired about who will be preparing and filing the year end taxes for 2015. Ms. Jackson said that year end taxes are done by the CPA.

b. Commissioners

Commissioner Neuffer stated that she spoke with Lady of Letters, Inc. regarding the proper equipment to purchase for recording the meetings to give the sound quality necessary for best transcription and for public record.

Commissioner Zaputil reported that she met with the executive director of North Whidbey Parks and Recs Association and they are excited to keep the lines of communication open and sharing information between districts.

Commissioner Gengler will be meeting with Tony, a commissioner from the Des Moines Pool District, this week and she will share the outcomes at the next meeting. She also reported that the Marketing Club met and the luau is set for next Saturday. There was a discussion about the Turtles Swim Club and the timing of that program's start up date and time. The Turtles were supposed to meet on February 24th as an informational meeting; however, the pool is scheduled to be closed for floor repair, so this meeting may be held off-site.

Sherri Barr was also at the Marketing Club meeting and they discussed products that may be sold as concessions.

Board President Puki reported that the new voucher signature page was signed and sent to King County.

Commissioner Zaputil reported that a letter was sent to the Department of Revenue for clarification on all of the classifications of the pool's revenue activities to see which ones need to have sales taxes applied and collected. Currently, the pool collects taxes on everything except lessons, water aerobics and short term rentals.

Board President Puki reported that the pool's website has the luau listed on the home page as an event; however, the information is all in Spanish.

Commissioner Gengler stated that if you go to Events Page, it is in English. The Spanish listing was to hopefully attract more people and generate more interest.

Board President Puki reminded the commissioners that OPMA training is on January 23rd at 9:00 a.m. at the Mountain View Fire Station.

c. Executive Committee

No report

d. Aquatics Manager

Mr. Perkins reported that there are 88 students signed up for swim lessons. Re-certification of the lifeguards is in process; this happens on a yearly basis. There will be a contract signed between White Water and the pool this month. Currently, there are 24 high school girls signed up swim lessons, which is encouraging. Mr. Perkins has applied for a resale permit for the concessions and has also applied for a Costco Business card. Another concern is when citizens Google the pool, the old 2015 schedule is listed; he is unsure how replace it with the 2016 schedule.

Commissioner Gengler stated that she will research and resolve the issue.

Mr. Perkins also reported that the underwater vacuum broke and is now in for repairs. He will get a loaner to use until the pool's vacuum is operational again.

e. Administrative Director

Mr. McCoy reported that as his position comes to a close, he will share with Mr. Perkins the progress made on all tasks assigned to him and the goals he has achieved.

Commissioner Zaputil commented that getting the agenda packet together will be easier if everyone sticks to the time line for submissions. Emails are sent out to everyone involved when the deadlines are approaching. If any item(s) misses the submission deadline, then those item(s) can be given to the commissioners at the meeting.

Commissioner Gengler stated that the current commission has followed the path of the previous operators which involved many formalities. This commission can be less formal and is in agreement with Commissioner Zaputil that items can be added at the meetings.

Board President Puki summed up that deadline for submitting items is ten days before the meeting with publication seven days prior to the meeting. The packets would go out three days before regular meetings. Board President Puki will send out an email to everyone involved with these deadlines for the agenda.

Mr. McCoy noted that some of the resolutions need to be properly numbered. This takes time to achieve, but he will continue his efforts to bring them all up to date.

Board President Puki is in favor of the new policy numbering system using the year designation for the policy and resolutions numbering and should be common practice for the commission.

Commissioner Zaputil said she would follow up with Kate Kruller to ensure the commission has original copies of all resolutions passed to aid in the numbering system.

f. Tukwila Pool Advisory Committee (TPAC):

Sheri Barr reported that TPAC has had one meeting with three members. The members are: Sherri Barr, Kristine Selleck and Jacque Carroll. Kristine Selleck is now the secretary of TPAC.

Commissioner Gengler stated that the teacher for the Tukwila Swim Team notified her that there are more students interested in the swim team. Commissioner Gengler reminded the teacher that TPAC is also looking for students to join the committee.

Sheri Barr asked if the students must be Tukwila residents in order to be on the committee and the response from Commissioner Gengler was that it was not necessarily limited to Tukwila residents; however, they should be in the Tukwila School District or homeschooled students.

Commissioner Zaputil thanked Ms. Barr for her report and also asked Ms. Barr if the commission can assist her with the TPAC Committee.

Ms. Barr stated that the timeline is very helpful for her to know the deadlines for submissions.

Board President Puki said that deadline for TPAC would be seven days prior to the meeting for submissions.

Commissioner Gengler asked if Ms. Barr would like to have at least two commissioners at the TPAC meetings.

Ms. Barr stated that all are invited and more attendees could produce more ideas to discuss.

BUSINESS ITEMS

a. Pool Staff Organizational Chart (discussion)

(1) Organizational Ad Hoc Committee Report

The handout for this item is on page 27 of the packet. Commissioner Zaputil reported on the Ad Hoc Committee meeting. This meeting was focused mainly on Item B; Posting for District Employee. The financial impact of this position would be \$45,000 per year plus benefits.

Board President Puki noted that in the breakdown of the hours the executive director would work, it would average out per year to twenty-one hours per week.

b. Posting for District employee

(1) Ad Hoc Hiring Committee

Commissioner Zaputil stated that this job description is a draft worksheet taken from the former executive director position. The Ad Hoc Committee outlined options and option A recommends a twenty-eight hour work week.

(2) ED Estimated Hours

(3) ED Position Description (draft)

Board President Puki is concerned about attracting the right person for the job when looking at the job description.

Commissioner Zaputil assured the commission that the job description is not posted along with the job posting. A person interested in the position would use the embedded link to see the entire description of the job. In that description it is clear that this position supports the aquatics manager. She and Commissioner Frangello-Anderson did research on other districts' best practices and incorporated many of those in the description. Commissioner Zaputil stated that she spoke with the executive director at North Whidbey Parks and Recreation and when their job opening posted, they had nine candidates. The one tip this person gave was to make the hiring process quicker than thirty days.

Commissioner Gengler stated that, in her experience, the executive director interacts with the CPA and the bookkeeper.

Commissioner Zaputil said that in her understanding, because the commission signs the contracts

with these entities, the executive director helps compile information for the commissioners and those entities.

Board President Puki stated that the org chart makes positions clear and there may be some crossover duties.

Commissioner Gengler expressed her concern that the lack of verbiage in the org chart could lead to misunderstandings. The changes she would like to see is the bookkeeper listed underneath the CPA. Also, the relationship between the aquatics manager and the bookkeeper could be clearer. These could be cleaned up at a later date. She is also concern about some of the language in the job description that might limit some qualified candidates from applying. For instance, having extensive knowledge of filtration systems.

Commissioner Zaputil will be happy to go over the description and soften some of the language.

Commissioner Gengler gave several examples of more changes she feels are needed. For instance, under Education; a bachelors' degree in subjects other than Parks and Recreation should also be given weight. In the Skills portion; list Microsoft Office before Word. On page 37 of the description, under Working Conditions; it should read maintains regular office hours.

Commissioner Zaputil explained the reason working conditions was described as "some" was for flexibility.

Commissioner Gengler questioned why "work with other people under stressful conditions" is listed as a skill qualified applicants should posses.

Commissioner Zaputil explained that is a necessary skill when dealing with conflicts.

Commissioner Frangello-Anderson stated there may be a more positive way to list this skill such as 'conflict management'.

After a brief discussion, the consensus was to list conflict management as a skill required for the position.

Commissioner Gengler noted that on page 35, under Public Relations, "ensure the patrons concerns are properly handled appropriately". She feels this should be an operational concern.

Commissioner Zaputil explained that skill was for escalating concerns. It would be the duty of the executive director to handle those issues.

Commissioner Gengler thinks there needs to be some qualifying verbiage to clarify this is for escalating concerns because someone may think they are applying to answer the phone and take care of customers.

Commissioner Zaputil suggested it reads "ensure that escalated patrons inquiries are handled appropriately."

Mr. Perkins stated that once this position is filled there will be training as to how to handle these types of concerns.

Board President Puki suggests the verbiage "ensure that referred concerns and inquires are handled appropriately".

The consensus of the board was Board President Puki's suggestion would be inserted in the job description.

Commissioner Gengler commented on the next point of the description concerning developing relationships also needs to be stated differently.

Commissioner Frangello-Anderson feels the word “developing” should be changed to “maintaining” in the description.

Commissioner Frangello-Anderson commented that the section under Public Relations needs to be reorganized and the fourth bullet point should become the first point.

(4) ED Job Posting (draft)

The consensus of the board was to move forward with the job posting once Commissioner Zaputil finishes the edits already discussed.

The costs to advertise the opening will be approximately \$700 which includes The Seattle Times with links to social media and Craigslist. Part of the posting will include a link to the website to view the job description. Commissioner Frangello-Anderson and Mr. Perkins will arrange to have this posted by the end of the week.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO ACCEPT THE RECOMMENDATION FROM THE AD HOC COMMITTEE AND ACCEPT THE JOB DESCRIPTION WITH THE CHANGES NOTED WHICH ARE NON-SUBSTANTIAL AND PAGE 38 WHICH IS THE POSTING POSITION WITH THE CHANGES NOTED THAT IT BE POSTED IN THE AREAS THAT WERE DISCUSSED AND THAT THE POSITION BE OPEN FOR THREE WEEKS OR UNTIL FILLED FROM DAY OF POSTING AND THE ADVERTISING BUDGET NOT TO EXCEED \$1,000. *

A discussion concerning who will receive the applications was held and it was determined that Mr. Perkins would add the commissioners to the email distribution list for the jobs@tukwilapool.org email address.

Commissioner Neuffer is concerned that three weeks may be too short of a time frame to gather applications from all interested parties.

Board President Puki stated that when posting the position, it will be paid for 30 days, but it can be stated on the job listing to send resumes and cover letters in three weeks. If there are enough submissions during that three weeks, then the interviewing process can begin, if not, then extended it for another week.

Commissioner Zaputil suggested the posting state ‘21 days or until filled’ as a solution.

Commissioner Frangello-Anderson and Mr. Perkins feel that 21 days is too short of a time to get the word out.

***MOTION CARRIED 5-0.**

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO CREATE AN EXECUTIVE DIRECTOR JOB WITH THE ACCOMPANYING JOB DESCRIPTION AS EDITED. MOTION CARRIED 5-0.

Commissioner Zaputil stated the Ad Hoc Committee’s last recommendation is to form Ad Hoc Committees for interviewing, reference checking and facility tours for the top candidates.

Commissioner Gengler said from her understanding, the board needs to form several committees; one to screen the candidates then, there will be interviewing and facility tours for chosen candidates for which additional committees will need to be formed.

Commissioner Zaputil stated that this all depends on how the board wants the hiring process to proceed. The process can be done by the full board, by quorums or committees. In other districts they have had three different committees see all of the candidates throughout the process.

Commissioner Gengler asked to verify her understanding that the proposal is to have the committees contact the candidates and then convene the board to make an offer to the top choice.

Mr. Perkins stated that the board would do the final interview of the top candidates.

Board President Puki said that the Ad Hoc Committee would recommend the top three.

Commissioner Zaputil said that one Ad Hoc Committee would be needed to narrow the applicants down to the top three.

Commissioner Gengler is in favor of having an Ad Hoc Committee doing the facilities tours with the candidates.

Board President Puki stated that the Ad Hoc Committee would narrow down the applicants, but all the board members will receive all the application materials for each candidate. If a board member finds an applicant they are interested in, they can inform the Ad Hoc Committee.

Commissioner Zaputil agreed with Commissioner Gengler regarding having the conduct the facility tours with the chosen candidates.

Mr. Perkins suggested that since all board members will be getting the same information on each candidate, each commissioner could narrow down their five choices and send them to the Ad Hoc Committee for final determination of the top candidates.

Commissioner Gengler thinks at the end of three weeks the board can decide if an extension to four weeks is needed. Then the candidates would go through the Screening Ad Hoc Committee. If the top candidates are local, then the Facilities Touring Ad Hoc Committee should be formed. This would allow four different commissioners to have interaction with the candidates.

MOVED BY COMMISSIONER ZAPUTIL SECONDED BY COMMISSIONER GENGLER TO ESTABLISH A SCREENING AD HOC COMMITTEE OF TWO COMMISSIONERS AND A FACILITIES TOUR AD HOC COMMITTEE OF TWO DIFFERENT COMMISSIONERS FOR THE PURPOSE OF HIRING AN EXECUTIVE DIRECTOR. (MOTION WITHDRAWN)

Board President Puki asked for volunteers for both committees. Commissioner Gengler and Commissioner Frangello-Anderson will be the Screening Ad Hoc Committee. The Facilities Tour Ad Hoc Committee will be comprised of Board President Puki and Commissioner Neuffer. If one of the members of the Facilities Tour Committee is not available, an alternate will be selected.

Commissioner Gengler withdrew her second on the motion and Commissioner Zaputil withdrew the entire motion.

MOVED BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO CREATE AN AD HOC COMMITTEE INTERVIEW/SCREENING COMMITTEE CONSISTING OF COMMISSIONER GENGLER AND COMMISSIONER FRANGELLO-ANDERSON AND TO CREATE AN AD HOC FACILITIES TOUR COMMITTEE CONSISTING OF BOARD PRESIDENT PUKI AND COMMISSIONER NEUFFER WITH A PROVISION FOR AN ALTERNATE COMMISSIONER, IF THE APPOINTED MEMBERS ARE UNABLE TO ATTEND, FOR THE PURPOSE OF HIRING AN EXECUTIVE DIRECTOR. MOTION CARRIED 5-0.

c. RFQ Flooring Project update (discussion)

Mr. McCoy stated that there are a dozen vendors interested in submitting bids for the project. The Altro product seems to be preferred by staff. As an alternative, the pool can choose to use an existing state contract with Great Floors who oversees those contracts and has many products that would be appropriate for the pool. Mr. McCoy was told by Mike Fox of Great Floors that it would be more economical to utilize this contract versus the RFQ process. Mr. McCoy's recommendation is to continue with the RFQ process and consider the state contract as well.

Board President Puki wanted to know who would be installing the floors if Great Floors is the chosen vendor.

Mr. McCoy replied in some cases Great Floors would do the installation or they would have sub-contractors depending on the product chosen. The prices are per square foot with installation included.

Commissioner Zaputil asked is the board responsible for making the choice of flooring or is that up to Great Floors to find the best product to suit the pool's needs.

Mr. McCoy replied the Great Floors would present a range of solutions, but the board would make the final decision.

Board President Puki feels that continuing the RFQ and staying in contact with Great Floors is the best course.

Commissioner Zaputil is concerned about the time line of the proposed closure.

Mr. McCoy will contact Great Floors to inquire about timing if the board makes the decision to use the state contract.

Commissioner Zaputil would like to have a professional in the flooring state in writing that the flooring is defective and needs to be replaced to ensure a recourse option should the board chose to file an action.

Mr. McCoy stated that the previous board hired a consultant to provide guidance for putting together the RFQ and verify that the floor was in need of repair or replacement. Mr. McCoy will ask for the consultant to verify his findings in writing.

Mr. McCoy commented that new coping up along the edges of the floor would require an addendum to the RFQ. Also, replacing the drains at the same time is an option, but that would require a separate bid.

d. Administrative Director exit procedure (discussion)

- (1) Transition plan
- (2) Ad hoc committee on transition

Commissioner Frangello-Anderson put this on the addenda to ensure that when Mr. McCoy leaves his position that all passwords, records and other items are accessible to the board and Mr. Perkins. Also, all templates, meeting dates and deadlines on the calendar need to be forwarded to the board and Mr. Perkins.

Commissioner Zaputil and Commissioner Gengler volunteered to be on the ad hoc committee for the transition.

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO FORM AN AD HOC COMMITTEE FOR THE TRANSITION COMPRISED OF COMMISSIONER ZAPUTIL AND COMMISSIONER GENGLER TO ENSURE THE TRANSITION IS SMOOTH AND COMPLETE. MOTION CARRIED 5-0.

e. Status on public records transfer (discussion)

This item will be handled by the ad hoc committee for the transition.

f. Commissioner Compensation (discussion)

Commissioner Gengler asked that this discussion be forwarded to the next regular meeting of the board.

MOTION BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER GENGLER TO FORWARD COMMISSIONER COMPENSATION DISCUSSION TO THE NEXT REGULAR MEETING OF THE BOARD OF COMMISSIONERS. MOTION CARRIED 5-0.

g. WCIA insurance add-on to comply with Auditing Officer Requirements

- (1) WCIA Email on Crime and Fidelity (C&F) Coverage
- (2) WCIA C&F application
- (3) WCIA C&F Questionnaire – High Cash Exposures
- (4) WCIA C&F Questionnaire – Precious Metals

Mr. McCoy stated that all commissioners received a form that states that “the auditing officers shall be bonded for no less that \$50,000 to ensure the faithful discharge of their duties”. Mr. McCoy contacted WCIA and was given two options. The first option was \$100 - \$200 bond per person. The second option is \$40 - \$60 premium for crime and fidelity coverage for the organization which has broader coverage. The application is in the packet.

The consensus of the board is to apply for the crime and fidelity coverage.

MOTION BY COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO AUTHORIZE THE BOARD PRESIDENT AND THE BOARD CLERK TO WORK WITH THE ADMINISTRATIVE DIRECTOR ON THE CRIME AND FIDELITY ADDENDUM TO THE WCIA INSURANCE. MOTION CARRIED 5-0.

MOTION BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER ZAPUTIL TO FORWARD ITEM 6H, WCIA AUDIT PLAN FOR APRIL 2016 AND ITEM 6I ESTABLISHING SEPARATE BUDGET FUNDS TO THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS. MOTION CARRIED 5-0.

h. WCIA audit plan for April 2016

- (1) Options
- (2) WCIA 2016 Audit & Annual Review Calendar
- (3) WCIA 2015 Personnel/HR Audit

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

j. Next TPMPD Executive Committee – set time and place.

k. Next TPMPD Board of Commissioners meeting will be held on Monday, February 8, 2016 at 6:00 p.m. at Valley View Sewer District Conference Room, located at 3460 S. 148th Suite 100, Tukwila, WA. 98168.

MISCELLANEOUS

None.

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON TO ADJOURN THE MEETING AT 9:00 P.M. MOTION CARRIED 5-0.

Dave Puki, President, Board of Commissioners