

TUKWILA POOL METROPOLITAN PARK DISTRICT

March 14, 2016

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Interim President of the Board, Jeri Frangello-Anderson, called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Ellen Gengler, Christine Neuffer and Vanessa Zaputil.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

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

CONSENT AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA WITH AMENDMENT MOVING ITEM 5F TO 5B, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIES (4-0).

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 February 8, 2016
- b) Approve Minutes TPMPD BOC Special Meeting February 13, 2016
- c) Approve Minutes TPMPD BOC Special Meeting February 14, 2016
- d) Approve Minutes TPMPD BOC Special Meeting February 18, 2016
- e) Approve Minutes TPMPD BOC Special Meeting February 18, 2016
- f) Approve Voucher(s)

MOVED BY COMMISSIONER GENGLER TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIES (4-0).

Commissioner Zaputil requested that the entire vouchers be included in the packet in the future.

REPORTS

a. Commissioners

Commissioner Zaputil reported that she attended the TPAC work party, which was successful.

Commissioner Frangelo-Anderson also attended the TPAC work party and was pleased with the work that was accomplished.

b. Executive Director

Ms. Price Cargill reported that she submitted a written report which covers the projects she has been working on the last couple of weeks.

Commissioner Zaputil asked about when the CIP contract will be signed.

Ms. Price Cargill reported that the contract has been reviewed by Mr. Snure, the pool's attorney, and is ready for signing.

Commissioner Zaputil, in regards to Rec 1, noticed that the pool has an agreement to extend the contract. Is there an email that formally rescinds the cancellation notice?

Ms. Price Cargill stated that there is no email regarding this, but she has reached out to them twice via email and has had no response thus far.

Commissioner Gengler asked if it is still possible that Rec 1 would discontinue service as of March 25th.

Ms. Price Cargill said in theory that could happen, but doubts that it will. She will make a phone call to confirm.

Commissioner Gengler asked if there are other opinions being sought out and if so, what is the progress.

Ms. Price Cargill stated that she is in the process of looking at other options and has found four companies that she is pursuing. She will create a document comparing all of these companies and present that at a later meeting.

Commissioner Frangelo-Anderson asked for the names of the companies.

Ms. Price Cargill said they are Rec Pro, EZ Facility, Cogden [sic], CLASS and one other.

Commissioner Zaputil is concerned with the budget in regards to the reinstatement for the Third Grade Learn-to-Swim Program. She has a list of questions that will be shared with Ms. Price Cargill.

Ms. Price Cargill said that would be great and she will be looking into that program.

Commissioner Gengler would like to learn more about this program and the scholarship fund in regards to budget.

Commissioner Neuffer said, regarding the Third Grade Learn-to-Swim Program, she noticed that the Rotary Club has been funding Learn-to-Swim Programs in other places. Perhaps the pool should look to other alternative methods of funding similar to that to help ease the budget.

Commissioner Zaputil final comment on the executive director's report was in regards to reviewing policies. She noticed there was a plan to create a policy to ensure fair accommodations for transgender patrons. She thinks this should be an administrative procedural issue rather than a policy. Training the staff on the current WACs and RCWs would avoid having to update policy whenever the laws change.

Commissioner Gengler said that is a good point; however, there needs to be something in writing to ensure all the staff are implementing these laws.

Commissioner Gengler then asked about plans to distribute the spring and summer brochures in high traffic areas where they would be available to the community.

Ms. Price Cargill said that she has not found out what the usual procedures are for distribution, but will look into that as well as accept additional suggestions.

Commissioner Neuffer stated that the pool is using the Tukwila Reporter and notices inside the pool building of the CIP closure and wonders if there is any other method to get the word out to the community. Her suggestion is to work with the schools to use their reader boards to announce the closure.

Ms. Price Cargill thinks there should be a way through Rec 1 to send out emails to patrons to notify them.

Mr. Perkins said he is currently working on that idea.

Commissioner Neuffer suggested that the pool hand out a list of alternative pools for the patrons to use during the closure. She would also like to see the actual suggestions that are dropped in the suggestion box. It is important that the box be stocked at all times. Regarding the reviewing of the gender policies; she would like to compare those laws versus policies that the pool has carried out in the past. She proposed having a work session on this issue.

Commissioner Gengler felt that possibly posting past suggestions on the wall around the suggestion box would encourage clients to take advantage of box with the knowledge that those suggestions are being read and taken under consideration. She thinks the gender issue is important and needs attention, but not immediately.

Commissioner Frangello-Anderson suggested attaching the closure notice to the April Pool's Day flyer as an added reminder to the patrons.

c. Aquatics Manager

Mr. Perkins said that most patrons have knowledge of the pool closure and most are looking forward to seeing the finished product. He has all the equipment reserved for the lighting repair. McKinstry confirmed that they will be at the pool at 7:00 a.m. on March 30th to begin that work and Ironclad will come immediately afterward to start on the floors.

The lifeguard classes are going well. The curriculum is being restructured for the swimming lessons, there is an in-service this week that will help improve the instructors' performance. Essentially, the pool staff is working on improving the swim lesson skill requirements. The pool also has point of sale items now such as candy bars and water. If the commissioners have any suggestions of things that could be added to that, please let staff know.

Commissioner Neuffer asked Mr. Perkins about the number of lifeguard students are taking the class.

Mr. Perkins replied that there are six students enrolled and taking the class. The school district donated space for the class to be taught.

Commissioner Neuffer also wondered how the people were attracted to taking this course.

Mr. Perkins stated that there was an on-going list of people who were interested in taking these classes plus a couple of swim team students.

Commissioner Zaputil asked if the lighting repairs are to be an annual event.

Mr. Perkins did some research on that and it looks as though it will be about three years' in-between bulb changes. That will be a maintenance issue and is relatively inexpensive.

Commissioner Zaputil commented regarding the payroll budget; she asked if the swimming lessons were on budget currently.

Mr. Perkins said that the payroll budget is running a little high now due to the fact that lifeguard classes are in session. There have been some staffing issues that he is working on.

Commissioner Zaputil asked if a water aerobics instructor has been hired yet.

Mr. Perkins said he is still searching, but has not been able to find one yet.

Commissioner Neuffer asked if the light bulb replacements are on the maintenance schedule.

Mr. Perkins said that he thinks the bulbs that are in the lights currently have been changed out since the remodel.

Commissioner Neuffer's concern is to make sure that there is a maintenance log somewhere that can be accessed, especially when budgeting for routine upkeep of the pool and building.

Mr. Perkins asked how detailed the commissioners would want this log to be as there are maintenance duties he performs daily, every other day, weekly, etc.

The consensus of the Board was, as a best practice, the log should be detailed as possible.

Mr. Perkins will put together a form for this and **include vendors of janitorial supplies.**

Commissioner Frangello-Anderson said that she appreciates getting all the bills weekly and thanked Mr. Perkins for taking care of that. This helps with budgeting now and for the future.

Mr. Perkins noted that he extended the expiration dates on some of the senior member's punch cards because they still had unused punches left. Also, on the swim lessons for the month, that number is rather deceiving as the number is actually much higher, but students are still registering for classes. There are few other numbers that have not been recorded for this meeting, but they will be reflected in next meeting's totals.

d. Finance

Ms. Price Cargill said the memo is to clarify that the financial information is for January, not February. The plan is to have the most current financial numbers, but they will always be a month behind as they are not available until after the 20th of each month. She also noted the error on page 57 of the year-end report in line 591.76, Debt Service Principals, the totals for that line are incorrect; however, the bottom line numbers are correct.

Commissioner Zaputil reminded Ms. Price Cargill that depreciation is not calculated for budgeting. She also pointed out that late fees have been assessed previously, and asked if the pool is up-to-date now in order to avoid more late fees.

Ms. Price Cargill did ask the bookkeeper if there was a reason for that and she said that needs permission to catch up on those bills. Ms. Price Cargill gave her permission and will continue to follow up with the bookkeeper on that issue.

Mr. Perkins said that there was a miscommunication between him and the bookkeeper which delayed the bill pick up but now it's been resolved.

Ms. Price Cargill said that it has been suggested to have an indoor mailbox to leave bills and information for the bookkeeper and that may help with communications.

Commissioner Zaputil noted that on the January financial report, the aquatics manager and the administrative director's wages were entered as a lump sum instead of tracked separately. She would like to be sure that is not done in the future. Also, the January budget versus actuals was missing from the report. The pool's budget needs to be provided to the state's auditor's office and this needs to be verified with that agency.

Ms. Price Cargill said that was on her priority list of things to do and she is working towards that goal. She is looking for the correct person to talk to in that organization.

Mr. Perkins stated he could help her find the right person to speak with as it is probably the same auditor as last year.

Commissioner Gengler is concerned about the year-end budget results with some categories running well over budget such as telephone expense.

Mr. Perkins said that is because of the T-1 line and the pool is under contract with that phone service.

e. Tukwila Pool Advisory Committee (TPAC)

Sherri Barr reported that the minutes that are included in the packet were draft minutes from TPAC. She felt that it would be a good idea during the pool closure to give information about other pools that patrons can use during that time. Concerning the egg hunt; there were some miscommunications between the TPAC and staff so that things did not properly prepared. Mr. Perkins will address this issue with the staff. More volunteers will be needed.

TPAC also had a lively discussion about a potential policy to support transgender patrons. The next event will be the April Pool's Day and that will be discussed at

the next TPAC meeting. There was talk about having an outdoor cleanup day like last year when the lawn was mowed and flowers were planted.

Mr. Perkins stated that he was able to get the life jacket from Children's Hospital for the April Pool's Day event and will pick it up on Friday.

Ms. Barr suggested that this year the plants should be drought tolerant so that they survive the drier months.

Commissioner Gengler stated that the executive director has experience in volunteer management and acquisition, so maybe she could help drum up volunteers for events and cleanup day.

Ms. Price Cargill said she would happy to help jump start that project for the pool and TPAC.

BUSINESS ITEMS

- a. Election of a new TPMPD BOC President

MOVED BY COMMISSIONER NEUFFER NOMINATE COMMISSIONER ZAPUTIL FOR TPMPD BOC PRESIDENT, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

Commissioner Zaputil is now the new TPMPD Board of Commissioner's President.

- f. Proposed Resolution 2016-02 [renamed 2016-01] Revising Auditing Officers, plus King County documents to reflect those changes.

Ms. Price Cargill said that King County, in its capacity of the treasurer of the Tukwila Pool Metropolitan Park District, requests a new Accounts Payable Authorized Signature Form whenever there is a change of auditing officers delegated with payment approval authority. In addition to the new board president, the executive director should also be added as auditing officer with administrative permissions to put books in the US Bank Accounts. In the future, when individual auditing officers change, King County requests only the submission of an updated AP Authorization form and a new resolution will not be required.

President Zaputil asked about establishing who the Board would like to have as the preferred voucher signer.

Commissioner Frangello-Anderson said there are three possible people who can sign and that would be the clerk of the board, the president and the CPA.

President Zaputil stated that the Board would like to add the executive director as well.

Commissioner Frangello-Anderson said she would add that in and commented that only two people are required to sign for each transaction.

The consensus of the Board is the first two people who would sign vouchers would be the clerk and the executive director, if one of those are not available, then the president would be next followed by the CPA.

President Zaputil said that having privileges for the US Bank account and the QuickBooks accounting software is easy to get, but the King County account is another process.

Commissioner Gengler felt that the authority with King County should not reside with the CPA, but with the executive director and this would be more cost effective for the pool. Every time the CPA is involved, the pool has to pay for that professional service.

Commissioner Gengler noted that the Des Moines Pool Metropolitan Park District has duties and job descriptions of Board members, does Tukwila also have those?

President Zaputil said the by-laws are not very clear on those items.

Commissioner Gengler thought it would be a good idea to have something like this to have some formality and understanding about the duties.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO SUBMIT NEW ACCOUNTS PAYABLE AUTHORIZED SIGNATURE FORM TO KING COUNTY THAT NAMES THE NEW PRESIDENT, THE CLERK OF THE BOARD, THE EXECUTIVE DIRECTOR AND THE DISTRICT CPA AS AUDITING OFFICERS FOR THE TPMPD, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO REPEAL RESOLUTION 2015-15 AND REPLACE IT WITH RESOLUTION 2016-02 [RENAMED 2016-01] THAT NAMES THE NEW PRESIDENT, THE CLERK OF THE BOARD, THE EXECUTIVE DIRECTOR AND THE DISTRICT CPA AS AUDITING OFFICERS FOR THE TPMPD, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO AUTHORIZE DISTRICT CPA, ALAN DANCE, TO GIVE EXECUTIVE DIRECTOR, JENNAFER PRICE CARGILL, APPROPRIATE ADMINISTRATIVE PRIVILEGES AND ACCESS TO THE TPMPD'S QUICKBOOKS PROGRAM AND THE US BANK ACCOUNTS, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (4-0).

b. Process for the appointment of an additional commissioner discussion

Ms. Price Cargill stated that the Board has ninety (90) days to fill the vacancy

created by President Puki's resignation. If the Board does not accomplish this, King County will choose a successor. The Board needs to decide the best way to find a qualified candidate for this position. One of the suggestions is to form a subcommittee to find candidates or the subcommittee could appoint a candidate.

Commissioner Neuffer thinks forming an Ad Hoc Committee to develop the protocol is a good idea.

Commissioner Gengler would like to see the Board moving on this within the next thirty days.

The consensus of the Board was to form an Ad Hoc Committee to develop a protocol for a new commissioner and present it to the Board at a Special Meeting prior to the April 11th meeting. At that same time the Ad Hoc Committee will present a timeline for the appointment and someone must be appointed by the end of May.

Commissioner Gengler would like to avoid having a Special Meeting on this when the Ad Hoc Committee could work on this and report progress during Regular Meetings.

Commissioner Neuffer's concern is having enough time and set procedures to find citizens who are interested in becoming a commissioner. A Special Meeting may be necessary.

Commissioner Frangello-Anderson echoed the same concern as Commissioner Neuffer that time is of the essence.

Mr. Perkins suggested reaching out to other candidate that ran for President Puki's position to see if that person would be interested in becoming a commissioner.

Commissioner Gengler wanted to know if interviews of the candidates would be expected at a Special Meeting.

Commissioner Frangello-Anderson stated that if the Board makes a proposal to empower the Ad Hoc Committee to decide if that is needed, they will make that decision.

President Zaputil said that would depend on the results the Committee brings to the Board as to the necessity for an additional meeting. She asked if there are any volunteers for members of the Ad Hoc Committee for locating a new commissioner.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO FORM AN AD HOC COMMITTEE WITH THE POWER TO DEVELOP AND IMPLEMENT THE PROCESS TO BRING FORTH CANDIDATE(S) FOR COMMISSIONER. THE MEMBERS OF THIS COMMITTEE ARE COMMISSIONER NEUFFER AND COMMISSIONER GENGLER ALONG WITH MS. PRICE CARGILL, STAFF REPRESENTATIVE. SECONDED BY COMMISSIONER GENGLER.

MOTION CARRIED (4-0).

c. BOC Retreat date discussion

An incorrect amount in the memo on the line that states if the Board approves a resolution to provide compensation, it would mean an increase of up to \$350. That amount should read \$570.

Ms. Price Cargill asked the Board of Commissioners if they would like to have a retreat and, if so, on what date.

President Zaputil would like to know what will be the expectation of a retreat.

Ms. Price Cargill said that each person would have different expectations. That would be part of the preparation of gathering the information. Because this is a new board, it would be important to understand the expectations and how they work together as a Board. Communication needs to be clear. Whoever is in charge of creating the agenda would talk to each board member to understand their concerns and maybe setting aside some time for workshops on issues such as transgender equality.

Commissioner Neuffer feels a retreat is needed to get the vision and priorities in place, which would allow things like setting up incentives, how the programs are run and how to deal with the volunteers. All of this could happen at a retreat. Her suggestion was having the retreat in June or July.

President Zaputil asked if there was a typical time frame for retreats.

Ms. Price Cargill stated she normally would recommend it being held sooner than later, but because a new Board member will be coming in, June or July would be a good time.

President Zaputil asked about the cost of the retreat.

Ms. Price Cargill said she would be as frugal as possible; however, there will need to be a budget for food and rental if needed plus commissioner compensation.

Commissioner Gengler is concerned about making sure there is good structure and commissioner availability in the summer months could be more difficult.

The consensus of the Board is in favor of having a retreat after the next commissioner is on board.

d. Proposed Revision of TPMPD bylaw Article 4 Section 1: Selection of Board Members

Ms. Price Cargill noted that the current bylaws not reflect the governance correctly.

MOVED BY COMMISSIONER GENGLER TO REVISE TPMPD BYLAW

ARTICLE 4 SECTION 1: SELECTION OF BOARD MEMBERS TO STATE THAT THE BOARD OF COMMISSIONERS FOR THE TUKWILA POOL METROPOLITAN PARK DISTRICT WILL CONSIST OF FIVE (5) MEMBERS ELECTED BY VOTERS RESIDING IN THE CITY OF TUKWILA, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

e. Proposed Resolution 2016-01 for Revision TPMPD Bylaw Article 4 Section 2:
Compensation of Board Members

Commissioner Gengler said the issue is compensation for the Board of Commissioners, which is defined by the MRSC and the Resolution attached. The previous Board made up of City of Tukwila Council members did not receive compensation from Tukwila Pool because they were being compensated by the City. Boards that are created for a special district are allowed compensation and there are laws regulating the amount of compensation. If no limitations are implemented, the financial impact would be \$54,720 per year. If the controls that are included in the proposed resolution are adopted with no changes, the potential cost would be approximately \$10,000 based on having one meeting per month, not compensating commissioners for going to Saturday events, or marketing club or those kinds of activities.

The RCW, which is included in the background for this resolution, has a compensation rate of \$114 for each day, or portion of the day, spent at actual official meetings or performance of other official duties. The subject up for discussion is the definition of official performance or duties. Since the Board members are not employees, this compensation would be reported on a 1099 form each year. Commissioners have the choice to take compensation or not and would need to let Ms. Price Cargill know in advance. If a commissioner chooses to waive compensation, they cannot request that the funds be donated to scholarships or other programs.

The Board had a discussion about the advantages and disadvantages of receiving compensation. If a board member signs a waiver to not receive compensation, then those monies would stay in the General Fund and the board member would not have any tax liability. If a Board member chooses to receive compensation, then what they do with those funds is up to them; however, they will receive a 1099 at the year of the year and would have to declare it as income.

Commissioner Neuffer feels that compensation may help cover their costs and also it could be an incentive for people to run for the offices in the future. Taxpayers may have strong feelings about the budget. She would like to see limits to make sure that the budget is tight. She wants to be able to defend the expense to the taxpayers and assure them that the budget is being respected.

Further, she would take some of the things off the list for compensation such as Special Meetings. This Board has a lot of foundation building to do and that has resulted in more meetings than expected. She also would remove from the list attendance at Metropolitan Park District activities. In her opinion, the only thing the commissioners should be compensated for is attendance of Regular Meetings and retreats.

Ms. Price Cargill said that it is up to the Board to put in any restrictions they would like including the amount of money that can be given as compensation. The law allows up to \$114 per day, but the Board can opt for less.

The Board continued to discuss what should be removed from the list of activities for compensation. Commissioner Gengler felt that Special Meetings should remain on the list because they do require more time for the Board. She feels that would help the Board to be more mindful of calling Special Meetings as they would impact the budget.

President Zaputil stated that Mr. Snure defined Special Meetings as anything other than Regular Meetings, so Saturday Events and retreats are all Special Meetings.

Commissioner Gengler said that Board needs to define Special Meeting for the purpose of compensation. In her opinion, meetings that have to be noticed are Special Meetings.

President Zaputil is hearing that most of the Board wants only Regular Meetings to be eligible for compensation.

Commissioner Neuffer thinks the Board should be mindful of Special Meetings, but one of the assets the Board has now is the executive director. In her opinion, now that Ms. Price Cargill is onboard, Special Meetings should become less necessary.

Commissioner Gengler says this is about respecting people's time and compensating them for that time. This is not a way to get rich by any means. In the future, having a small compensation may get more people interested to be active in this Board.

President Zaputil said that when Regular Meetings are the only ones compensated for, then the budget is much more predicible.

Commissioner Gengler was concerned that if Special Meetings are not included, then people are not going to show up for them and decisions will be made by a smaller number of commissioners, therefore, the Board could be hijacked, so to speak. She agrees in terms of budgeting, but there could be terminology in this resolution where Special Meetings have to be voted on by the commissioners.

President Zaputil said what she is hearing is a modification of 1.3 to remove Special Meetings in 1.1 and modified attendance at other Metropolitan Park District Special Meetings as budgeted though proof of attendance, then the Board would specifically approve those meetings for compensation.

The Board discussed how the resolution would be changed to meet the terms agreed upon. Removing "Other Related Activities" would mean time spent on training, as an example, would not be compensated for, but the expense of enrollment would be reimbursed under another heading.

President Zaputil summed up the discussion so far is that reimbursement would occur for actual attendance at Regular Meetings of the Board, actual attendance of any noticed working Retreat and other Special Meetings budgeted and approved in

advanced by the Board.

Commissioner Gengler asked if there are any other related activities that the Board might wish to consider.

President Zaputil stated that she is not taking compensation so she wishes to use the general input of the Board to form this resolution.

Commissioner Frangello-Anderson commented that she too would not be taking the compensation.

Ms. Price Cargill said the challenge of this resolution is to get it specific enough to control costs, but general enough to include necessary things that may come up in the future. That is why the first draft included some general terms.

President Zaputil wants to reflect this Board's thoughts, but any Board in the future can always change this resolution. If the Board wants to say Regular Meetings and Special Meetings approved in advance, then that is how it should read. If other activities are to be included, then that language needs to be in there as well.

The consensus of the Board is to have control of the budget and wording to that affect.

The expenses reimbursement in Section 2 was discussed. This includes registration fees for education, mileage and accommodations. The reimbursement is only for commissioners who request it. Commissioner Gengler feels that if any commissioners want to take a class or trip for the good of the pool, but cannot afford it, should be reimbursed for that expense.

President Zaputil said that could easily be done by making the request in advance of the trip, class, etc., so it would be kept within budget.

Commissioner Gengler thinks that a discussion is warranted to put in writing what the restrictions will be such as advanced approval from the Board for reimbursement. A commissioner cannot decide on the spur of the moment to take a trip and then ask for reimbursement later and that should be in writing so everyone understands the expectations.

The consensus of the Board is that prior approval of the commissioners is necessary before an expense can be reimbursed. Mileage is included, even if the exact mileage is unknown; it can be estimated if necessary. The Employee Handbook is a good source for the reimbursement language. The approval for reimbursement would have to be approved by the Board.

President Zaputil summed up that the Board wants a mileage restriction of anything over twenty-five miles.

Commissioner Gengler said that 2.4 can be removed; meal reimbursement is not necessary.

President Zaputil read from the beginning of Section 2 which states; *In addition to the allowance provided, commissioners shall receive reasonable expenses consistent with those outlined in TPMPD Employee Handbook for costs incurred attending meetings held outside of the boundaries of the district if approved in advance by the Board and greater than twenty-five miles from the district.*

The consensus of the Board was that those controls would be acceptable and nothing else needs to be removed.

Ms. Price Cargill stated for clarity: 1.1 will read *actual attendance at all Regular Meetings of the Board*; 1.2 will stay as it is, 1.3 will be *attendance at other TPMPD Special Meetings as approved and budgeted in advance by the Board*. Section 1.4 will be removed.

President Zaputil repeated that the second part is; *reimbursable expenses in addition to the allowance provided above, commissioners will receive reimbursement of reasonable expenses consistent with those outlined in the TPMPD Employee Handbook for costs incurred attending meetings held more than twenty-five miles outside the boundaries of the district.*

Ms. Price Cargill said the twenty-five mile language would be put into 2.1. Also, commissioners, upon Board approval, shall receive reimbursement consistent with the TPMPD Employee Handbook for costs incurred.

Commissioner Gengler stated that eliminating related activities language would solve this issue.

President Zaputil said in addition to the allowance provided above, commissioners shall receive reimbursement for expenses consistent with those outlined in the TPMPD Employee Handbook if approved in advance by the Board.

Ms. Price Cargill stated that removing special activities changes things. For instance; expenses incurred for an event are reimbursable because the event costs fall under that heading. However, if a commissioner purchases items for an event those costs are reimbursed under a different heading. The current reimbursement policy applies only to employees, so this new language would allow commissioners to be reimbursed.

President Zaputil agreed that the reimbursement policy needs to extend beyond employees.

Commissioner Gengler said that means if she picks up items for an event, she will have to have Board approval a month in advance and she feels that does not make sense.

Ms. Price Cargill stated that the wording on 2.5 could be adjusted to address that issue. Currently it states expenses exceeding \$300 need to be approved in advance. That could be reworded to say expenses under whatever cap the Board chooses does not have to have prior Board approval.

President Zaputil suggested commissioners shall receive reimbursements of expenses consistent with those outlined in the TPMPD Employee Handbook for costs incurred for Board activities if approved in advance. That way it would only apply to Board activities. Section 2.5 will have to be reworded and remove *for expenses exceeding \$300* because everything will need pre-approval.

The consensus of the Board was to bring this item back to the Board at the April meeting with the amendments discussed in a clean copy for approval.

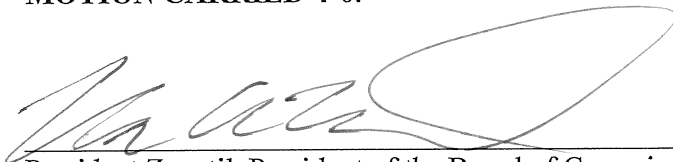
- e. Next TPMPD Board of Commissioners Regular Meeting is scheduled for Monday, April 11, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA 98168

MISCELLANEOUS

Commissioner Frangello-Anderson announced that she will not be in attendance at the April meetings and events.

ADJOURNMENT

MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY COMMISSIONER GENGLER, TO ADJOURN THE MEETING AT 8:35 P.M. MOTION CARRIED 4-0.



President Zaputil, President of the Board of Commissioners