

TUKWILA POOL METROPOLITAN PARK DISTRICT

May 9, 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 6:00 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Neuffer and Frangello-Anderson.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO EXCUSE COMMISSIONER GENGLER, SECONDED BY COMMISSIONER NEUFFER. 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 AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIES (3-0).

WATER SAFETY MONTH PROCLAMATION

Resolution 2016-03 would declare May as Water Safety Month.

MOVED BY COMMISSIONER NEUFFER TO OPEN FOR DISCUSSION RESOLUTION 2016-03 PROCLAIMING THE MONTH OF MAY 2016 AS WATER SAFETY MONTH, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

Commissioner Neuffer had a question about the third paragraph of the resolution where it mentions adhering to the standards of the Recreational Water Industry as represented by National Recreation Parks Association, Pool and Spa Association and World Water Park Association, is the Tukwila Pool a member of those organizations?

Mr. Perkins stated that Tukwila Pool is a member of the Washington Parks and Recreation Association which is a local affiliation. The pool was formally a member of

Tukwila Pool Metropolitan District
May 9, 2016

NRPA, but felt it was more beneficial to be in a regional organization. Tukwila is not a member of Pool and Spa Professionals or the World Water Park Association.

Commissioner Neuffer asked when it states 'adhering to standards' what are the standards?

Mr. Perkins stated the standards are the ones held by the NRPA and have developed over the years.

Commissioner Gengler joined the meeting at 6:05 p.m.

***MOTION CARRIED (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 April 11, 2016
- b) Approve Voucher(s)

MOVED BY COMMISSIONER GENGLER TO APPROVE THE CONSENT AGENDA AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

REPORTS

a. Commissioners

Commissioner Frangello-Anderson reported that the Spring Clean Up was a success and the gardens look wonderful.

President Zaputil stated that April Pool's Day was well attended and there was a potential partnership suggested by the fire department for life jackets at all apartment pools in the area. This idea will be discussed at the next regular meeting. She thanked all the volunteers for their help at the Spring Clean Up, it makes a large difference in the community.

She met with two officials of the water district who both shared small district experience. A formal report on these meetings will be shared via email with the commissioners at a later date.

b. Executive Director

Ms. Price Cargill presented her written report to the commissioners in the meeting packet and asked if there were any questions.

The board had no questions. President Zaputil talked about adding a few items to the Executive Director's Priority Projects. Specifically, the Budget Semi-annual report will be presented in June per Financial Policies, and Commissioner Compensation be added for presentation next month.

c. Aquatics Manager

Mr. Perkins reported that boiler maintenance was completed and everything appears to be running smoothly. The punch list items for the flooring have been completed and the floor looks good. The retail offerings have been expanded to include T shirts and additional healthy food items. The pool is trying to fill the time slots normally slated for the kayak team because they do not use them during summer. He's looking into the possibility of recruiting a triathlon team to fill those time slots. The contract with Aquarobics is completed and will be discussed later in the meeting. Swim lesson registrations are at 120 students and lifeguard classes start tomorrow.

President Zaputil asked if any of the participants enrolled in the lifeguard class are taking advantage of the no fee option.

Ms. Price Cargill said that the students are not aware of their ability to use that option in advance. They must apply for and be hired for a position at the pool and then the cost of the class will be reimbursed.

Commissioner Gengler asked Mr. Perkins about the difference in dates in the revenue summary.

Mr. Perkins stated that it was an error on his part. It was agreed that starting with the May reports, he will include year over year statistics on swim lessons.

President Zaputil said she is still concerned with the budget status of payroll; she would like to see that percentage a little lower.

Mr. Perkins responded that the swim lessons have been reorganized to decrease the number of staff needed and this revision saves the pool approximately \$12,000 a year. Special events and teaching lifeguard class will have a higher negative impact on the budget; these are good things to note for next year's budgeting.

President Zaputil asked if flyers went out to the schools today.

Mr. Perkins replied they will go out tomorrow, May 10th.

d. Financial

Ms. Price Cargill reported that some misleading information shown in the balance sheet has to do with the CIP Reserve amount being reported twice. The actual number of the pool's total assets is \$2,114,880. She will speak to Mr. Dance about how QuickBooks might be adjusted to show the correct balance. Regarding the revised Budget, she explained that money has been moved around in the overall budget due to adding and deleting line items. More categories of expenses have been added and this will give a clearer picture on how much it costs to run the pool.

President Zaputil appreciated all the effort Ms. Price Cargill has put forth to make the pool's financial picture more transparent.

Commissioner Gengler asked about the executive expenditures and how they were detailed in the previous budget.

Ms. Price Cargill explained that the previous version of the budget didn't identify executive expenditures. This new one she uses is very detailed, more so than the Board's version. She has added the executive section to breakdown detailed expenses that were important for tracking and have not been done before. To clarify about the different colors on the report she explained that the numbers in the gold boxes are what she reports to the state because the state does not need all the details.

The reason the total income and total expenses are different numbers from the previous budget is due to a change in the way some items are recorded. For instance, the scholarship fund was always reported as an expense, but it was not reported as income and that has now been changed. There are several items like that in the budget; however, they are just accounting line item changes which do not affect the bottom line numbers.

e. Tukwila Pool Advisory Committee (TPAC)

President Zaputil stated the president of TPAC will be resigning due to taking a full-time position, but thanked Sherri for all her hard work. She will still continue to be at special events.

BUSINESS ITEMS

a. Interviews for Board of Commissioners Vacancy

Tukwila Pool Metropolitan District
May 9, 2016

Ms. Price Cargill explained the interview process to the first candidate. He will be given three minutes to introduce himself to the board, there will be fifteen minutes allotted for questions from the board, which are the same questions asked of all candidates. There will be time at the end for the candidates to ask any questions to the board.

Candidate #1: Charles Tyson (6:40 p.m.)

Mr. Tyson said that he is a retired school teacher and a parent of a special needs child. He has a long history of volunteering for the community and is a former president of the Historical Society. He is a long term resident and an organized person.

President Zaputil asked the first question which was: What do you believe should be the long term goals of the district?

Mr. Tyson said he is open to new ideas on operating the pool in an economical fashion and to meet the needs of the patrons. He feels this pool can operate better with the current board than it was able to with the previous board.

Commissioner Frangello-Anderson asked what makes him the best candidate for this position.

Mr. Tyson feels he has an excellent understanding of the community. He can plan, organize and present new ideas. His background is in architecture and he has built two houses. Safety is very important to him and he taught a course in driver's education.

Commissioner Neuffer asked what it means to be a steward of public fund and asked for examples.

Mr. Tyson stated that he has integrity and will earn the people's trust. He asked a question concerning the budget; he felt that there seemed to be an error in addition. He had some other questions on expenses.

Commissioner Gengler stated on the application one of the questions was how can the Tukwila Pool better serve the community and then she read the answer Mr. Tyson wrote in his application.

Commissioner Gengler asked for more specifics or an expansion on that answer.

Mr. Tyson feels that the City has always operated from the top down; however, he knows this board is responsive to the community needs. He thinks the board has done a wonderful job and it has been a smooth transition.

Ms. Price Cargill asked if Mr. Tyson if he had any questions for the board.

Mr. Tyson said when he toured the facility, he noticed that the boiler room and the lunchroom were unlocked. He feels there should be a policy that when you leave a room, it should be secured.

Mr. Perkins stated that the boiler room must remain unlocked because that is where the emergency shut off valve is housed unless that valve that can be relocated somewhere on the pool deck.

Mr. Tyson felt that relocation should be a priority for the facility as he views that as a hazard.

Mr. Perkins also noted that the fire control panel is located behind the lunchroom and access to that must be maintained per fire department request. When those doors are unlocked, there is always someone on deck watching those doors. The job of the lifeguard is to know where the patrons are and keep them safe.

President Zaputil thanked Mr. Tyson for his attention to safety and informing the board of his concerns. She explained that the process from here is the board will continue with interviewing the other applicants and will hopefully be able to choose the candidate. The selected candidate will be able to join the meeting and be prepared to take action.

President Zaputil called for a recess at 7:00 p.m. and reconvened again at 7:08 p.m.

At 7:08 p.m. President Zaputil called the meeting back to order.

President Zaputil, the board and the staff introduced themselves to Coletha Albert.

Ms. Price Cargill explained the interview process to Ms. Albert. She will be given three minutes to introduce herself to the board, there will be fifteen minutes allotted for questions from the board, which are the same questions asked of all candidates. There will be time at the end for the candidates to ask any questions they have of the board.

Candidate #2: Coletha Albert (7:10 pm)

President Zaputil thanked Ms. Albert for her application and interest in applying for this position.

Ms. Albert stated she has been a resident since 2009 and would like to do as much as she can to assist the City in becoming the best in South King County. She has had experience with pool safety as she almost drowned as a young child herself.

Tukwila Pool Metropolitan District
May 9, 2016

She feels a community pool is very important for teaching swimming for fun and enjoyment.

President Zaputil asked the first question which was what does she believe should be the long term goals of the district?

Ms. Albert stated that financial stability is a priority as operating a pool is a large expense. Maintaining certified staff and keeping the pool open and available to all residents is also very important.

Commissioner Frangello-Anderson asked why she felt she was the best candidate for this position.

Ms. Albert said she has a fresh perspective on Tukwila and the pool since she is relatively new to the area. She has the willingness to do what is best for Tukwila.

Commissioner Neuffer asked what it means to be a responsible steward of public funds and to give examples or specifics.

Ms. Albert stated to her it means to maintain what you inherit, but also ensure the legacy of it and its continuation after you are gone. As an example of that, she used to work in the Chancery Office for the Catholic Diocese in Galveston and Houston. A part of that position was to oversee all the black parishes and it was her job to work with the board to ensure that all of the structures, which included schools, pools and retreat facilities, were maintained for the long term. The reason these places are in wonderful shape is due to the stewards that came before her.

Commissioner Gengler stated in the application one of the questions was how can the Tukwila Pool better serve the community and quoted Ms. Albert's answer. Commissioner Gengler asked Ms. Albert to expand on that answer.

Ms. Albert said that she has lived across the street from Foster High School for many years, but has never seen flyers for the pool events. Most people in her neighborhood do not go to the pool because the feeling is they are not invited to use the pool. She feels more events inviting the entire city would help change the trepidation some citizens feel about using the pool. As an example, there is a hotel in Federal Way that has people checking in just to use their pool because they advertise their pool. The least expensive room in that hotel is \$99 per night.

President Zaputil asked Ms. Albert if she had any questions for the board.

Ms. Albert said she would like to verify the goal for the person who is selected to join the board. It is just for fund raising or are there other responsibilities?

President Zaputil stated that once a person joins the board, the next official meeting would be the retreat where those questions will be discussed and revisiting the

mission statement of the pool. The current mission is to provide the best run municipal aquatic program in the state. The vision is to provide a sustainable and efficient pool that exceeds the community needs. This board has only been seated for a short time, so all these statements will be discussed at the retreat.

Ms. Price Cargill said in regards to Ms. Albert's question, this board does not have fund raising responsibilities

Commissioner Gengler stated that the Tukwila Pool Metropolitan Park District was founded by the residents of Tukwila by a levy in perpetuity. This tax money is provided each year to allow the pool to operate plus the revenue generated by the pool.

President Zaputil thanked Ms. Albert for her time and invited her to stay at the meeting for the next interview if she so desires. She explained that the process from here is the board will continue with interviewing the other applicants and will, hopefully, be able to choose the candidate. The selected candidate will be able to join the meeting tonight and be prepared to take action.

Ms. Price Cargill explained the interview process to Mr. Brown. He will be given three minutes to introduce himself to the board. There will be fifteen minutes allotted for questions from the board which are the same questions asked of all candidates. There will be time at the end for the candidates to ask any questions they have of the board.

Candidate #3: Nathan Brown III (7:40 p.m.)

Mr. Brown has spent all his summers around pools as his family traveled to many areas because his father served in the military. He knows the value and importance of community pools. The life skills of knowing how to swim so one does not drown like he did. While he recovered from that, he has been an advocate of swimming ever since.

He has invested in the community by coaching in several areas and believes in giving back to the community. His job history includes working for King County Land and Water Resource Division. As a part of his job he is a staff member of the Cedar River Council. This council oversees issues that impact the health of the Cedar River. He has also served on the Board of Supervisors for the Seattle/King County Crisis Clinic.

President Zaputil asked the first question which was what do you believe should be the long term goals of the district?

Mr. Brown said the long term goal is to ensure the pool is financially sound in its operation, have good accountability and transparency when managing the resources entrusted to the commission. The maintenance of the facility is also very important

Tukwila Pool Metropolitan District
May 9, 2016

as well as to reach out to the youth of the community inviting them to come and enjoy the pool while learning a valuable life skill in swimming.

Commissioner Frangello-Anderson asked Mr. Brown what makes him the best candidate for this position.

Mr. Brown feels his diverse background and being around pools most of his life plus his experience of working on different boards makes him an ideal candidate. He has the desire to serve the community and has worked with elected boards in the past.

Commissioner Neuffer asked him what it means to be a responsible steward of public funds and to give an example or specifics.

Mr. Brown feels a responsible steward means being ethical in how the assets are managed. Being a public employee means not doing anything for personal gain. Transparency is a large part of being responsible and having a full accounting of expenditures. Also, making good decisions about how the money is being spent by doing proper research. In his current employment, he is a project manager for demolitions which are capital projects. These projects require dealing with large budgets so that means getting the best deals to keep costs under control while getting a quality product.

Commissioner Gengler stated in the application one of the questions was how can the Tukwila Pool better serve the community and read Mr. Brown's answer. She then asked if Mr. Brown could expand on that answer.

Mr. Brown stated that Tukwila has a really diverse community and he is not sure what has been done to make the pool more inviting for the different communities that live in the area. In regards to affordability; the gardening event that was recently held would be a good example of how teenagers could earn pool visits for participating and helping the pool. Maybe there are other things they could do like water sampling, which they could be taught how to do that and that would help the pool while giving them real life skills. One of the reason he enjoys working with government is his belief that the government can change the world for the better. That is why he wants to investigate how the pool can be even better and make it the pride of Tukwila. On water conservation; he feels a good conservation program will also help the financial impact on the pool.

President Zaputil asked Mr. Brown if he had any questions for the board.

Mr. Brown wanted to know the reasons that drive the current board to serve the pool and their willingness to hold their positions.

Commissioner Frangello-Anderson said she likes to be involved with her community and the pool is really close to her heart. She has lived here for many

years and her husband graduated from Foster High School. She and her husband are both active in the community. It was very important to her mother that she learn how to swim after a near drowning incident.

Commissioner Gengler stated she was a daily swimmer at this pool for many years. When she learned the pool was about to be closed, she joined the effort to start a Metropolitan Park District. She learned many lessons from this experience and she was not happy with the way the pool was being operated. The citizens voted to tax themselves to save the pool so the members of this board are responsible to operate this pool effectively, efficiently and safely with an opportunity for every resident to swim. Also, to be very transparent in how the board governs.

Commissioner Neuffer said that she is also one of the community members that became involved in the effort to save the pool. The reason she got involved was because of the economic climate at the time. She felt if the pool closed, it would be closed for good and the elected officials would say it was not important. This pool is where her children learned to swim. The bottom line is that the pool is an important resource for the community and it is important that all people have the opportunity learn to swim and use this resource.

President Zaputil said she was a part of the effort in the beginning of the campaign to save this pool. She feels the pool was not a luxury, it was a necessity like the fire or the police because lives are saved here too. She wanted to make sure this facility remains open for a very long time for the community.

Mr. Brown asked if any of the commissioners' swim at the pool currently.

A few of the board said that they are not regular users of the pool currently, but have been in the past and have plans to return soon.

President Zaputil thanked Mr. Brown for his time and application. The board was pleased to receive three such qualified candidates for the position. She explained that the process from here will be to possibly go in to Executive Session and, hopefully, choose the candidate. The selected candidate will be able to join the meeting tonight and be prepared to take action.

EXECUTIVE SESSION

The TPMPD Board of Commissioners may recess into Executive Session to evaluate the qualifications of a candidate for appointment to elective office per RCW 42.30.110 (h)

President Zaputil called for executive session at 7:47 p.m. for a period of ten (10) minutes and will reconvene at 7:57 p.m. The session was extended for ten (10) minutes

Tukwila Pool Metropolitan District
May 9, 2016

to 8:07 p.m. The session was further extended for five (5) minutes and was reconvened at 8:12 p.m.

President Zaputil called the meeting back to order after the Executive Session at 8:12 p.m. She asked the board members to announce their individual preferences to fill the vacancy. If there is a majority at the end of the first round, then that person will fill the position on the board.

Commissioner Frangello-Anderson's preference is Nathan Brown. Commissioner Gengler's preference is Charles Tyson. Commissioner Neuffer's preference is Coletha Albert and President Zaputil's preference is Charles Tyson. According to the process, the preference of the TPMD Board is Charles Tyson to join the board. President Zaputil asked Mr. Tyson if he would be interested in joining the board.

Mr. Tyson agreed that would be his preference.

MOTION BY COMMISSIONER GENGLER TO APPOINT CHARLES TYSON TO THE TPMPD BOARD OF COMMISSIONERS, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

President Zaputil announced to the other candidates that there are other openings on the Tukwila Pool Advisory Committee and if they would like to apply for those that would be most helpful.

Commissioner Neuffer added there will be other opportunities to serve i.e., Ad Hoc committees, budgeting, outreach and more. Also, the retreat coming up in June is open to all who wish to attend and be involved with the mission, the vision, etc.

BUSINESS ITEMS (CONT.)

a. Oath of Office for new Commissioner

Notary Public Cheryl Trelease administered the Oath of Office to Charles Tyson to which he agreed. He was then officially installed and joined the meeting.

Special 'Thank You' to our Notary, Cheryl Trelease

b. Revised Resolution to establish CIP fund

President Zaputil said that although this was done before, the wording for King County needed to be changed to say '*fund*'. The resolution approved before must be repealed and approve this resolution with the corrected language.

MOTION BY COMMISSIONER GENGLER TO REPEAL RESOLUTION NO. 2016-02, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0 WITH 1 ABSTENTION).

MOTION BY COMMISSIONER GENGLER TO APPROVE RESOLUTION NO. 2016-04 ESTABLISHING A CIP FUND IN THE KING COUNTY ACCOUNT, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).

c. Resolution for acceptance of flooring project

President Zaputil said this is the formal acceptance of the flooring project completed in April 2016.

Mr. Perkins stated that all the punch list items are complete and this starts the two year warranty period.

MOTION BY COMMISSIONER GENGLER TO ACCEPT IN COMPLETION RESOLUTION 2016-05, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).

Commissioner Gengler and President Zaputil gave thanks to all involved in this project, especially Mr. Perkins, for his excellent job in project management.

d. Review of Programs for Fall Brochure

President Zaputil requested this item be on the agenda to review the brochure that comes out every three months.

Ms. Price Cargill showed the chart of how the pool will be programmed starting this fall and turned it over to Mr. Perkins.

Mr. Perkins said this was an outline and hopes there will be more programs to offer soon, like more aerobics, etc., as the demand increases. Kayak will be back on Sundays in the fall. Single gender swim lessons have been added.

The board and staff discussed the different times and dates the pool's schedule is open and the possible offerings that could happen. Private lessons could fill some of the time slots and some of the off time is being used to teach lifeguard classes. Mr. Perkins has spoken with the school district about swim lessons and/or lifeguard classes. The issue with same gender lifeguards in the high school swim time has been resolved. If there is an issue of safety, the pool has the authority to use the lifeguard on duty in any class.

President Zaputil supports high school swim classes and would like to expand on that. Mr. Perkins said there is still plenty of room to expand with other age groups. Commissioner Tyson wondered how the fluidity of this chart is being dealt with in staffing. Mr. Perkins said that he teaches or guards when needed instead of bringing staff in for an hour.

President Zaputil added that if the schools are doing the programs or PE classes, they provide their own teachers. The deadline for this schedule to go to print is early June. It was suggested that the staff look at the ROI when scheduling the pool to see

which programs are bringing in the most revenue. President Zaputil asked if there was sufficient interest in the No School-Come to the Pool program with early release days. Mr. Perkins said the idea was catching on and feels there is enough interest to continue.

Commissioner Neuffer is concerned about the single gender swims in that it might be in violation of some laws about discrimination and needs to be reviewed. This kind of program may be more appropriate in a rental setting instead of how it is set up now. She is not objecting to it being on the fall schedule, but thinks that it should be reviewed.

President Zaputil asked what would be the best venue to deal with this issue.

Commissioner Neuffer said it could be an Ad Hoc Committee, a robust work session with perhaps legal expertise, but she feels it is important to look at as this is a public facility.

Ms. Price Cargill asked if there is something new that has come up with gender swims because it has been running this way for some time and she thought this had been reviewed in the past.

Commissioner Neuffer stated that this commission has not reviewed the issue and she feels that they were not adequately reviewed in the past.

President Zaputil asked if Commissioner Neuffer would be comfortable with forming an Ad Hoc Committee to do the research and find out what would be the best way of handling this issue.

Commissioner Neuffer said this could be a retreat item, but she is disturbed that people are not being allowed to work based on their gender as people are not being allowed to the facility based on gender.

Mr. Perkins is looking at Seattle's programs just to have their policies to see how they are handling this issue.

President Zaputil is thinking maybe looking at third quarter to address this in a meeting as far as what the plan is before the spring deadline. Commissioner Neuffer said that would be fine, it just needs to be discussed.

Commissioner Tyson thinks this should be a common issue with other government entities and there should be some communication between those governments that could help solve this issue for the pool without reinventing the wheel.

President Zaputil said that is a good point and that is why she suggests Ad Hoc Committees that can find that information out and bring it to the board.

Commissioner Gengler agrees that Commissioner Neuffer has a valid point and feels that programming should be looked at in its entirety with each program having

Tukwila Pool Metropolitan District
May 9, 2016

a fact sheet that could include how it serves the community. She has done some research and is certain there is more out there. She agrees with President Zaputil that an Ad Hoc Committee would be the best way to proceed.

The consensus of the board is to have this issue on the June/July agenda to create an Ad Hoc Committee.

Mr. Perkins will continue to come up with new ideas for promotions.

Commissioner Gengler said that through a class, she learned that the pool cannot give discounts to veterans. She will do more research.

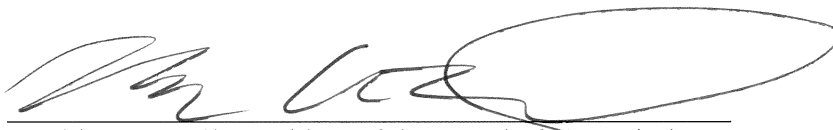
- e. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, June 13, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148th, Suite 100, Tukwila, WA 98168

MISCELLANEOUS

There were no miscellaneous items.

ADJOURNMENT

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



President Zaputil, President of the Board of Commissioners