

## **TUKWILA POOL METROPOLITAN PARK DISTRICT**

June 13, 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, Gengler, Frangello-Anderson and Tyson.

#### **TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES**

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

#### **CONSENT AGENDA**

**MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).**

#### **CITIZEN COMMENTS** *(Limited to 4 minutes)*

Robert Neuffer, 13813 37<sup>th</sup> Ave South, thinks the pool staff needs to be empowered to do their job. He feels that not allowing staff to work because of their gender on specific swims is not right. If the pool is rented for those types of swims, then they can choose which gender staff they would like to have in attendance.

President Zaputil thanked Mr. Neuffer for his comments and stated that there were plans in place to form an Ad Hoc Committee in July to review all programming.

Commissioner Gengler understands that this is a very hot button issue, but not a personal issue. The commissioners are aware of all the issues with the pool and feel certain these will be resolved in the best possible way.

Commissioner Tyson said that the commission can learn from others about dealing with this issue.

#### **CONSENT AGENDA**

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting May 9, 2016
- b) Approve Voucher(s)

Commissioner Neuffer stated on page 12 of the minutes it incorrectly states she learned to swim at the Tukwila pool, but it should read her children learned to swim at this pool.

**MOVED BY COMMISSIONER GENGLER TO APPROVE THE CONSENT AGENDA WITH CORRECTION SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).**

### **REPORTS**

#### a. Commissioners

Commissioner Frangello-Anderson wanted to thank TPAC for attending the Tukwila Elementary event on Thursday night. This was well attended and many passes were given out as well as scholarship applications.

Commissioner Neuffer stated that she attended a conference which had a speaker who talked about risk management. He showed emergency totes to use during an emergency in the field or office. It would contain appropriate supplies germane to the particular job site.

Commissioner Tyson feels that from the research he has done the pool could be underinsured.

Ms. Price Cargill will meet with Commissioner Tyson to ensure he has all the current details of the pool's insurance.

President Zaputil and all of the commissioners attended the Pirate Event. The event was well attended with positive feedback from the community. The retreat was very successful and items that were discussed are on track to be included in the July meeting.

#### b. Executive Director

Ms. Price Cargill reported that staffing realignment is moving smoothly and two candidates accepted assistant manager positions with the pool. The pool will not be paying additional fees for bookkeeping as that will be part of the regular duties of one of the assistant managers, which will result in a savings to the pool.

A suggestion was received about having age-appropriate contests at the events so that more children could win prizes. There was no contact information on this suggestion. The board will take this under advisement when planning events in the future.

#### c. Aquatics Manager

Mr. Perkins reported that there have been no slips or falls on the new deck. Merchandise sales are also going well. There was a health inspection done recently and the pool passed in good order.

Ms. Price Cargill commented that she saw this report and the water quality came in right on the mark.

Mr. Perkins said swim lessons are doing fine; would like more sign ups. The water aerobics contract is in place. Lifeguard classes are wrapping up. He is still working on filling the pool schedule where there is open time that could be rented out.

Commissioner Tyson expressed his pleasure at having a manager on duty virtually at all times.

The Board and staff discussed how many hours are available for distribution to the pool staff. There are plenty of hours to warrant the number of staff positions.

Commissioner Gengler asked if there will be year over year figures in Mr. Perkins's report next month. President Zaputil stated that she did some research on programming and for May 2015 the swim instruction was \$4,121 and this May the total is \$6,370, which is a nice increase.

President Zaputil asked who is doing the marketing for water aerobics/aerobatics classes. Mr. Perkins said he was given some marketing materials to display and that we could put the information on the website and the Facebook page.

President Zaputil asked if we hired many of those who take the lifeguard training classes. Mr. Perkins said some of the students did get hired by us but that several of them already had jobs lined up with other pools.

#### d. Financial

Ms. Price Cargill stated some of the errors in the QuickBooks report have not been resolved and that the CIP fund is still showing on the Budget Report as a double entry. These and other issues are currently being worked on. QuickBooks is only as accurate as the data it is given.

Commissioner Frangello-Anderson commented that the risk management actuals line seems high when compared to the budget. Ms. Price Cargill explained that insurance is paid in one lump sum, but QuickBooks spreads out the payment throughout the year.

### **BUSINESS ITEMS**

#### **a. Commissioner compensation**

President Zaputil stated this topic was held off until all board positions were filled so with the seating of Commissioner Tyson the subject is up for discussion.

Ms. Price Cargill said that the original discussion on this resolution focused on how the compensation language could be modified to fit with the intent. One of the changes is to include the intent in the resolution. Limiting the compensable activities to regular meeting attendance, noticed retreat attendance and attending special meetings as budgeted and approved in advance by the Board of Commissioners. If special meetings are called in excess of budget allotment, a full-board discussion will be required to decide whether or not the meeting would be compensated.

If a commissioner wishes to waive compensation, that would need to be done as soon as possible by notifying Ms. Price Cargill. Waived compensation cannot be re-designated by the commissioner to be used in other ways; once it is waived, the commissioner no longer has control of those monies.

President Zaputil added that an option to waive and the intent clause are included in the resolution.

Commissioner Tyson asked about compensation if a commissioner attended a meeting other than the Tukwila Pool with the intent of observing and bringing new information back to the board.

President Zaputil said that during the discussion in March, the consensus of the board was to only provide compensation for regular Tukwila Board meetings and retreats.

The discussion was opened to get more feedback from the commissioners about compensation. The state has a ceiling on these compensations. Several of the commissioners feel that going to events should not be compensated. Most commissioners did not become commissioners to earn money or drain money from the pool. There was discussion about board members be compensated to going to other events or meetings with the intent of doing some type of research for the pool. If a board member would like to do something like that, it would have to be approved by the board in advance.

Ms. Price Cargill suggested this would be part of the budgeting process during which the board could set aside monies for each board member if he/she has the opportunity to attend two different meetings or what have you, which relates to the pool, but is not a pool event. This does not have to be in this resolution to pass it tonight.

President Zaputil stated that adding wording similar to attendance at other special meetings or board related activities as budgeted and approved in advance.

The discussion continued as to limiting participation in pool related activities away from this pool and other wording to describe these activities. Ms. Price Cargill suggested language such as participation and other activities in support of the TPMPD. Limiting the numbers of these activities would make it clear to the commissioners and the public that a board member

cannot abuse this activity. However, board members need to develop and bring new ideas to the TPMPD.

Commissioner Neuffer's understanding was that there was compensation for the regular meetings and if a board member wanted to receive training, the cost of the training, plus mileage and meals were reimbursable.

**MOVED BY COMMISSIONER TYSON TO APPROVE RESOLUTION #2016-06  
AUTHORIZING THE COMPENSATION OF DULY ELECTED AND APPOINTED  
COMMISSIONERS OF THE TPMPD PURSUANT TO RCW 35.61.150, SECONDED BY  
COMMISSIONER GENGLER. \***

Commissioner Gengler stated that item 1.3 Special Meeting, has a legal definition and that clause should read attendance at special meetings. She does not feel "as budgeted and approved in advance by the Board of Commissioner" is appropriate.

President Zaputil said that budgeting for special meetings was discussed in March. If there are more special meetings than budgeted for, then a specific budget amendment would be needed or the board could choose not have the meeting because the budget has been spent.

Ms. Price Cargill stated that she listened again to the March meeting when putting this resolution together and the consensus of the board was to be very deliberate in the language. The board's desire was to be wary of calling special meetings.

Commissioner Gengler feels that people do not become commissioners to earn a lot of money. The most that a person can make is under \$11,000 in a year.

President Zaputil said that for the record, that this is a lot of money for some people.

Commissioner Gengler agreed with President Zaputil, but this a political body and has eminent domain. She feels special meetings should not be called unless absolutely necessary. Serving on this commission should not be about the money, but about supporting the community.

Commissioner Neuffer said that in the beginning, a lot of special meetings were needed to properly set up the board and the pool. Now that there is an executive director onboard, work is flowing smoothly and special meetings may not be necessary; however, monies should be budgeted for them just in case.

President Zaputil stated that the board could pass this resolution as it stands and add amendments to it in the future.

Commissioner Neuffer stated that everything that has been done by this board is in reference to setting up a foundation for future boards. She would like to lower the per diem amount to \$110 and said this passage should read "therefore now be resolved the Board of Commissioners of the Tukwila Pool Metropolitan Park District hereby authorize

commissioners to receive a per diem in the amount of \$110 compensation pursuant to RCW.” This will add another level of check and balances.

Commissioner Gengler thought that the board had decided to leave the rate at the maximum \$114 because it would be easier to handle administratively.

The consensus of the board was to vote on the Resolution as written.

**\*MOTION CARRIED (5-0).**

If a commissioner elects to waive his/her compensation, email Ms. Price Cargill of your intent and how long they want the waiver to be in effect.

**b. Background checks per RCW 35.61.130**

Ms. Price Cargill said there is a RCW that requires all MPDs to have fingerprint checks on all staff that work with children or handles money. Currently, the only people working with the populations mentioned in the RCW are staff and they would have to be fingerprinted and paperwork completed.

President Zaputil stated the RCW says that all MPDs should have a resolution that reads the MPD shall do background checks and fingerprinting, which is what this resolution is concerning. The procedure will be designed and the handbook will be updated to reflect this change.

**MOVED BY COMMISSIONER GENGLER TO APPROVE RESOLUTION #2016-07, AUTHORIZING THE TPMPD TO ESTABLISH BACKGROUND CHECKS PURSUANT TO RCW 35.61.130, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).**

**c. Mid-year financial review**

President Zaputil stated that Ms. Price Cargill will present the six-month financial review.

Ms. Price Cargill explained the Mid-Year Budget report. It shows that the pool is on track for the year and so far, only 41.43% of the budget has been spent. Some of the risk management expenses have been paid at a higher level due to the payment schedule.

Commissioner Gengler asked about the transcription services and why it is over budget.

President Zaputil said that this service was under budgeted in the beginning and then due to the increases in meetings this year, the budget was overwhelmed. The budget for next year will be increased to the proper amount, which is about \$4,800.

Commissioner Gengler asked about the payroll services because they seem high and maybe the board needs to look at other options.

Ms. Price Cargill explained that overall most of the line item budgets are correct, but there are some that have not been corrected as this is an ongoing process. She has reviewed the overall costs for using Paychex and it may be that the MPD was under-quoted. In addition, in February there was the unplanned cost for the W-2 service of \$600.

Commissioner Tyson inquired when the property taxes are received by the TPMPD and what percentage of new assistant aquatics manager's time will be involved with bookkeeping.

Ms. Price Cargill stated that tax payments, for the most part, are received in April through May and again in October through November.

Mr. Perkins stated that bookkeeper has not been trained yet and the hours are not set, but the estimate is about 15% of his time will be spent on bookkeeping duties.

Ms. Price Cargill said that line item is still in the budget in case outside help is needed but having the bookkeeping in house will be a savings for the pool.

President Zaputil asked about the locker rental income and Mr. Perkins said he hasn't been emptying the quarters out of the lockers as often as he should, but can start doing it monthly.

President Zaputil is pleased to see the adjustments in staffing and providing improved coverage of the pool for safety.

Ms. Price Cargill explained that stated some of the early financial reports that were sent out had incorrect calculations, so she went over the numbers with the board to ensure they everyone had the correct amounts.

#### **d. TPMPD salary & wage schedule proposal**

Ms. Price Cargill stated that in keeping with the TPMPD policy regarding in salary and wages there needed to be a salary & wage schedule. The benefits to this are increased transparency and the elimination of subjectivity in pay rates; they are based 100% on experience, certification and training.

Commissioner Tyson disagrees with the base amount of pay for lifeguards because he feels it may be too low.

Commissioner Gengler asked about some pay differences in the rate of pay for lifeguard time and instructor time. She is a little concerned about the discussion portion on page 2 of the document where it states raises will be given yearly with good performance. Good performance could be subjective.

Ms. Price Cargill said that there are standards of performance and employees who do not perform at that level will have notations to that effect.

Board members and staff discussed the pay raises, job duties and longevity increases. Several 'what if' scenarios were discussed.

Commissioner Neuffer said that in the future when budgeting for wages, she would like to see if it is possible for the pool to raise wages to be in line with Seattle's minimum wages. A discussion followed and that will be under consideration during the next budgeting session.

**MOVED BY COMMISSIONER GENGLER TO ACCEPT THE TPMPD SALARY AND WAGE SCHEDULE PROPOSAL, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-1 WITH COMMISSIONER TYSON VOTING "NAY").**

- e. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, July 11, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148<sup>th</sup>, Suite 100, Tukwila, WA 98168.

#### **MISCELLANEOUS**

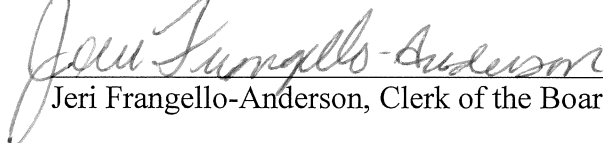
President Zaputil stated that the pool does not have a policy or procedure as to the flag status and what should be done when the president gives orders to lower the flags to half staff.

Mr. Perkins will need to purchase a ladder to reach the flag because the tie off is twelve feet high.

The board discussed this issue and it was the consensus of the board to research on how to make this an easier task or assign someone to this duty.

#### **ADJOURNMENT**

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY COMMISSIONER GENGLER, TO ADJOURN THE MEETING AT 8:49 P.M. MOTION CARRIED 5-0.**

  
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Jeri Frangello-Anderson, Clerk of the Board of Commissioners