

**TUKWILA POOL METROPOLITAN PARK DISTRICT**

July 11, 2016

6:00 p.m.

Valley View Sewer District Conference Room

**BOARD OF COMMISSIONERS REGULAR MEETING MINUTES**

**CALL TO ORDER**

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

**TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

Present were Commissioners Neuffer, Gengler, Frangello-Anderson and Tyson.

**TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES**

Jennafer Price Cargill, Executive Director.

**CONSENT AGENDA**

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

**CITIZEN COMMENTS**

Aaron Shipman, 4623 S. 146<sup>th</sup> St., Tukwila, WA 98168, is concerned about the swim lesson program on Tuesdays and Thursdays. He has observed that the swimming teacher is being asked by another program teacher to help install lane lines during swim lessons. This leaves the swimming students without a teacher and thus limits the time for instruction for the students. He had also heard complaints regarding the high volume level of the music from the aerobics class. There needs to be more in service instruction to ensure students are being taught the proper techniques of the different swimming strokes. The swim class instructors need to have continuity of instruction. All teachers should be teaching the same thing the same way so all students are getting the same education.

Report cards need to be issued for each child to know where they need more instruction. The other issue he remarked on is keeping the front desk updated on who is teaching and who the previous instructor was. He thought that perhaps the pool needed more swimming instructors on staff.

President Zaputil thanked Mr. Shipman for taking the time to provide his feedback on these very important issues. Ms. Price Cargill will be in touch with Mr. Shipman to figure out ways to

correct these issues. This feedback from citizens is very important otherwise the board may not be aware of these concerns.

Commissioner Neuffer suggested that Mr. Shipman attend the TPAC meeting, which is open to the public, and has openings for new members. This would be an excellent way to contribute to finding ways to correct these issues.

Commissioner Gengler asked Mr. Shipman why he felt staffing was an issue. Mr. Shipman stated that his daughter, who is in swim lessons, has had four different teachers in the last month for the same class.

The board is thankful to Mr. and Ms. Shipman for taking time to address these issues with the board and their feedback will be followed up with corrections made to address these concerns.

Mr. Shipman suggested the pool look to the Red Cross for assistance on how to possibly accredit teachers and lifeguards.

Robert Neuffer, 13813 37<sup>th</sup> Ave South, Tukwila, WA 98168, stated that he supports Mr. Shipman on the issues he spoke about. The instructors and lifeguards should be Red Cross trained. There needs to be more emphasis on river, lake, cold water swimming and survival because that is where many accidental drownings occur.

The other topic he spoke on was the gender only swims and the personnel it takes to run those professionally and safely. Both the assistant managers are men and as such cannot be on deck during the women only swims. However, the assistant manager is required to ensure the chemicals levels are correct and that safety needs are met. It is not possible for him to do that if he is not allowed on deck during these times. He feels there needs to be a change or that the gender only swims should only be allowed on a rental basis. He understands the board has received a legal review on the topic and that decision should be made public.

President Zaputil thanked Mr. Neuffer for his feedback and that the commissioners will consider releasing the legal review to the public. All the programming is being reviewed and will be addressed.

### **CONSENT AGENDA**

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting June 13, 2016.
- b) Approve Voucher(s)

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

### **REPORTS**

a. Commissioners

Commissioner Gengler shared the toys she has acquired for the upcoming pool event which is the cardboard boat races.

Commissioner Neuffer reported that she attended the last school board meeting and the Birth Through Five Center was discussed. The current proposal is to locate the center close to the pool between Showalter Middle School and Foster High School.

President Zaputil reported that she and several other commissioners attended the Dive-In event at the pool in June and positive feedback was received from the citizens. There will be a meeting with the school superintendent, President Zaputil and Ms. Price Cargill about expanding programming according to the discussions had at the retreat. Commissioner Gengler and President Zaputil attended the Kick Off to Summer event for the high school and middle school students. They were able give out some passes to the students.

b. Executive Director

Ms. Price Cargill stated there are some forms in the packet for the commissioners to fill out and submit before receiving compensation. The bookkeeping transition was successful. The update on fingerprints is that they will cost \$1,500 the first year and then annually it will be about \$750. Those are ballpark figures based on the number of staff and cost of supplies. The first draft of the 2017 budget will be discussed at the TPAC meeting on Saturday.

President Zaputil asked about when the marketing meetings will resume. Ms. Price Cargill said that no date has been set.

c. Aquatics Manager

Commissioner Neuffer asked about the numbers reported on exercise classes and why they don't match the financial reports. Ms. Price Cargill stated that the partner, Aquarobics, collects the money for the classes and sends the pool a check each month. At the time this report was prepared, the pool had not received the check which is why it is not reflected in the financial report.

Commissioner Neuffer inquired about the number of aerobic students that are coming to classes and Ms. Price Cargill stated that it is not being tracked currently, but that can be a topic of conversation within the programming committee.

Commissioner Gengler asked if the morning aerobics class is still being held. Ms. Price Cargill said that class is instructed with an in house employee and all students are using passes to pay for the class which is why the numbers are not on the report.

Commissioner Frangello-Anderson is concerned about the front desk employee being able to access help when needed. There was an incident recently and this is a safety issue for any employee if they are the only one in the office.

Commissioner Tyson suggested investigating surveillance cameras for the interior of the pool. He also had a question about the amount of time required to complete the bookkeeping by the assistant manager.

Ms. Price Cargill said there has been more time spent in the training last month, but this time should decrease. The time allotted was 15%, however, that may have to be revised.

President Zaputil asked if there are more lifeguard classes scheduled and Ms. Price Cargill stated that the schedule is unknown at this time.

President Zaputil said that if the pool was to offer more lifeguard classes, the pool should offer them to SeaTac as well to help the whole community.

Aaron Shipman said the current instructor of the lifeguard class is very competent and he has no concerns about his teaching.

Commissioner Tyson feels there needs to be an outside party to certify the lifeguards in the pool.

Commissioner Gengler said that she may not have all the facts but she believes that there is a way for lifeguards to be certified and if they are, that should be communicated for everyone to know about that certification.

Ms. Price Cargill stated that all of the lifeguards have to be certified by the Red Cross and they must go through that certification process to be employed as a lifeguard. The swim instructors must also be certified as lifeguards to teach classes at this pool. The training to be a swimming instructor is given in-house. To be certified as a Water Safety Instructor has a cost, so although several staff are WSI trained, not everyone is because budget also needs to be considered. There are some swim instructors that are new to teaching, and it is hoped they will all be up to speed soon.

Commissioner Neuffer said that perhaps the pool should scale down the lessons until there are more experienced instructors.

President Zaputil stated that the executive director and the aquatics manager will be meeting on these issues.

Commissioner Neuffer said that safety and customer service should be the most important issues and perhaps scarcity of lessons will bring greater revenue later.

President Zaputil stated the aquatics manager has Mondays off, but has been coming in for the Board meetings. Does the board feel that his attendance is important enough to have him here at every meeting, or do his written reports contain enough information?

The consensus of the board is to have the aquatics manager at every meeting until the board revisits this requirement.

d. Financial

Commissioner Tyson asked about the B&O taxes and Ms. Price Cargill stated much of the pool's income is exempt from sales tax including swim lessons, multi-date rentals and even the food items sold at the front desk.

President Zaputil stated that this issue has been determined by the state that the sales taxes collected are correct and she will share this ruling with Commissioner Tyson.

e. TPAC report

President Zaputil thanked the members for their Strategic Plan input, volunteering at community events and community outreach. The next TPAC meeting is July 16<sup>th</sup> at the Tukwila Community Center at 8:10 a.m.

## **BUSINESS ITEMS**

a. Strategic Plan Phase II

Ms. Price Cargill stated that as a result of the Board retreat in June the President and she came up with three proposed Mission Statements, three options for vision statements and three value statements.

Commissioner Gengler favored Option 1 for the Mission Statement, but would change the wording '*lifelong relationship with water*' to something like '*lifelong relationship with aquatic experiences*'.

### **MOVED BY COMMISSIONER GENGLER TO APPROVE MISSION STATEMENT OPTION 1, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION WITHDRAWN.**

The commissioners discussed ways to reword some of the language in Option 1 that would incorporate all suggested changes.

### **MOVED BY COMMISSIONER TYSON TO ESTABLISH THE NEW TPMPD MISSION STATEMENT TO READ: TO PROVIDE A WELCOMING PUBLIC AQUATICS FACILITY MANAGED IN A FISCALLY RESPONSIBLE MANNER WITH A FOCUS ON SAFETY. WE CARRY OUT THIS MISSION WITH A BOARD AND STAFF WHO ARE COMPASSIONATE, INCLUSIVE AND RESPONSIVE TO THE NEEDS OF OUR**

**DIVERSE COMMUNITY, WORKING TO FOSTER POSITIVE AND LIFE-LONG EXPERIENCES WITH AQUATIC ENVIRONMENTS. MOTION SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).**

**MOVED BY COMMISSIONER GENGLER TO APPROVE VISION STATEMENT OPTION 3, SECONDED BY COMMISSIONER NEUFFER. MOTION WITHDRAWN.**

Commissioner Gengler liked Option 3 as the best Vision Statement for the TPMPD because it seemed more like a community pool.

After several suggestions from the commissioners concerning the wording of the Vision Statement, the consensus of the board was to accept a motion on Option 3 with some modifications.

**MOVED BY COMMISSIONER GENGLER TO ESTABLISH AS THE NEW TPMPD VISION STATEMENT: ‘CONTRIBUTING TO THE QUALITY OF LIFE FOR OUR COMMUNITY AND FOR FUTURE GENERATIONS, THROUGH WELCOMING, FUN, SAFE AND POSITIVE AQUATIC EXPERIENCES AT THE TUKWILA POOL.’ MOTION SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).**

**MOVED BY COMMISSIONER GENGLER TO APPROVE THE PROPOSED TPMPD CORE VALUES AS WRITTEN, SECONDED BY COMMISSIONER NEUFFER. MOTION WITHDRAWN.**

The board discussed the Core Values as written and there were several amendments to the Core Values to be made. Those amendments are as follows:

**MOVED BY COMMISSIONER TYSON TO AMEND THE WRITTEN TPMPD CORE VALUES IN THE FOLLOWING WAYS: MOVE ‘EDUCATING ALL AGES...’ TO THE SECOND POSITION, ADD THE WORD ‘AFFORDABLE’ AFTER ‘CREATIVE...’ FROM THE CENTER VALUE. MOTION TO THE AMENDMENT SECONDED BY COMMISSIONER NEUFFER.**

**AMENDMENT TO THE AMENDMENT MADE BY COMMISSIONER GENGLER BY COMMISSIONER NEUFFER TO REMOVE ‘THE’ BEFORE ‘CITIZENS OF TUKWILA’ IN THE LAST BULLET POINT SO THAT IT READS ‘CITIZENS OF TUKWILA WHOSE SUPPORT ALLOWS EVERY RESIDENT AND STAFF MEMBER TO FEEL A SENSE OF OWNERSHIP OF THE POOL.’ SECONDED BY COMMISSIONER GENGLER. (5-0).**

**MOTION AS IT IS WRITTEN AND AMENDED AS THE TPMPD CORE VALUES ARE:**

**WE VALUE...**

- **...A SAFE, INCLUSIVE, CARING PUBLIC RESOURCE THAT IS INTERGATED INTO THE FABRIC OF OUR COMMUNITY**
- **...EDUCATING ALL AGES OF OUR COMMUNITY IN THE LIFELONG SKILLS OF SWIMMING AND WATER SAFETY**
- **...INTEGRITY AND MAINTAINING THE HIGHEST ETHICAL STANDARDS BY COMMUNICATING HONESTLY AND TRANSPARENTLY**
- **...TREATING EVERYONE WITH RESPECT AND EMBRACING DIVERSE OPINIONS**
- **...CONDUCTING OUR BUSINESS AND MAINTAINING OUR FACILITY IN A FISCALLY-RESPONSIBLE MANNER THAT ENSURES THE COMMUNITY CAN DEPEND ON AQUATICS AS AN AVAILABLE RESOURCE FOR GENERATIONS TO COME**
- **...CREATIVE, AFFORDABLE AND FUN PROGRAMMING THAT IS RESPONSIVE TO THE COMMUNITY'S NEEDS AND CONTRIBUTES TO THE OVERALL HEALTH AND WELLNESS TO THE COMMUNITY**
- **...A SPIRIT OF COLLABORATION AND INNOVATION WHEN WORKING WITH OTHERS TO ENHANCE SERVICES AVAILABLE FOR OUR COMMUNITY MEMBERS**
- **...OUR AMAZING VOLUNTEERS!**
- **...CITIZENS OF TUKWILA WHOSE SUPPORT ALLOWS EVERY RESIDENT AND STAFF MEMBER TO FEEL A SENSE OF OWNERSHIP OF THE POOL**

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

President Zaputil stated that objectives and goals are the last part of the Strategic Plan.

Ms. Price Cargill said that what was discussed at the June 4<sup>th</sup> retreat has been gathered up and is now before the board with some items added such as measurable goals to support the objectives proposed.

**MOVED BY COMMISSIONER GENGLER TO APPROVE THE OBJECTIVES/GOALS AS WRITTEN, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON.  
MOTION WITHDRAWN.**

Commissioner Tyson asked about whom these goals are for and who is expected to carry them out.

President Zaputil said it is a combination of the staff and board together to see that these goals are carried out.

Commissioner Tyson suggested that something is written in this document that clearly outlines who these goals are for and who is expected to carry them out.

Ms. Price Cargill said that in practice, the accountabilities will grow out of this and will be very specific about who is responsible for each one.

President Zaputil said that looking at this, the board sets the objectives and the staff fulfill those objectives.

The board continued to discuss goals, objectives and dates. TPMPD needs to be written on top of the document to signify that this belongs to the district. Community outreach programs were also discussed.

**MOVED BY COMMISSIONER GENGLER TO AMEND THE WRITTEN OBJECTIVES/GOALS BY CHANGING THE TITLE TO 'TPMPD 2016-2017 OBJECTIVES AND GOALS'. MOTION TO AMEND SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).**

Commissioner Neuffer wished to change some of the wording in the document and stated how she would structure those changes. The board discussed these changes to ensure that the school district can be involved in helping children learn to swim within the confines of their curriculum.

**MOVED BY COMMISSIONER GENGLER TO CHANGE 'MAINTAIN CURRENT PARTNERSHIP PROGRAM' TO 'FOSTER CURRENT PARTNERSHIP PROGRAM' AND CHANGE 'EVALUATE FEASIBILITY OF RE-ESTABLISHING THE 3<sup>RD</sup> GRADE VOUCHER PROGRAM' TO 'EVALUATE FEASIBILITY OF ESTABLISHING AN EARLY EDUCATION SWIM PROGRAM'. MOTION TO AMEND SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).**

**PRESIDENT ZAPUTIL CALLED FOR A VOTE TO ADOPT THE TPMPD 2016-2017 OBJECTIVES AND GOALS AS AMENDMENTS. MOTION CARRIED (5-0).**

b. Committee on Employee Leave Report

President Zaputil stated that the committee was charged with evaluating the current TPMPD leave policy and how it is being applied. The committee presented its report to the board which is included in the packet.

**MOVED TO TABLE THE DISCUSSION BY COMMISSIONER TYSON, SECONDED BY COMMISSIONER NEUFFER. MOTION FAILED (2-3) WITH COMMISSIONERS TYSON & NEUFFER VOTING 'AYE' AND COMMISSIONERS ZAPUTIL, FRANGELLO-ANDERSON AND GENGLER VOTING 'NAY'.**

Commissioner Neuffer noticed the leave policy only applies to aquatics manager, executive director and assistant managers, and asked if other employees eligible for this policy?

President Zaputil stated that the Employee Handbook lays out which positions are eligible for this benefit.



**MOVED BY COMMISSIONER GENGLER TO ADOPT THE LEAVE BENEFITS PROPOSAL AS WRITTEN WITH 12 DAYS OF SICK LEAVE, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-1) WITH COMMISSIONER TYSON ABSTAINING.**

c. BOC Officer Appointment

**MOVED BY COMMISSIONER TYSON TO AMEND THE AGENDA TO POSTPONE ITEM 6C, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).**

d. Programming Review Committee Proposal

President Zaputil stated that the purpose of this item is to form an Ad Hoc committee to review the programming at the pool.

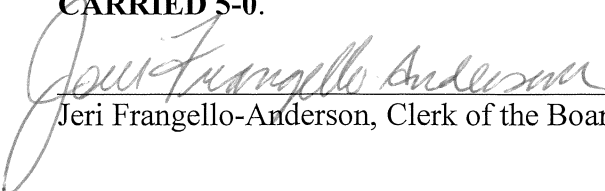
**MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO CREATE AN AD HOC COMMITTEE TASKED WITH REVIEWING CURRENT POOL PROGRAMMING, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).**

**MOVED BY COMMISSIONER GENGLER TO APPOINT COMMISSIONER NEUFFER AND COMMISSIONER FRANGELLO-ANDERSON TO THE COMMITTEE, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).**

e. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, August 8, 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

**ADJOURNMENT**

**MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON, TO ADJOURN THE MEETING AT 9:03 P.M. MOTION CARRIED 5-0.**

 8/8/16  
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Jeri Frangello-Anderson, Clerk of the Board of Commissioners