

**TUKWILA POOL METROPOLITAN PARK DISTRICT**

August 8, 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 Gengler, Tyson and Frangello-Anderson.

**MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER NEUFFER, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (4-0).**

**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 CARRIES (4-0).**

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

Diane Tyson thanked the board for the flowers during her recent health situation.

**CONSENT AGENDA**

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting July 11, 2016
- b) Approve Vouchers

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

Commissioner Tyson feels there should be a reference on the vouchers as to what service or product is being purchased. The board had a discussion about how the receipts are matched up to the vouchers and what would be the best practice to have this on the public

record to provide transparency. Ms. Price Cargill stated that a description of each charge on the vouchers would be possible. The commissioners get copies of all charges via email before each meeting. Commissioner Tyson stated that he would not vote to approve any vouchers in the future if they do not include a description.

## **REPORTS**

### a. Commissioners

Commissioner Frangello-Anderson stated she attended the Ad-Hoc Programming Committee meeting and one of the things discussed was developing metrics to compare program uses. This would ensure that the programming is supporting the mission, values and goals and asking staff for input on programming. She also attended the marketing club meeting where the main focus was talking about the pool events. In addition, she attended two “See You in the Park” events and everyone she spoke with knew about the pool. She also had a meeting with the editor of the Tukwila Reporter and talked about getting more coverage of the “Pumpkin Plunge” at the pool. While the paper cannot guarantee anything, the deadline for submission is September 7, 2016.

Commissioner Gengler reported that she will be attending the next “See You in the Park” event.

President Zaputil attended the Cardboard Boat Races, she noted the construction teams were larger this year, which means more people were in attendance, and everyone had fun. Ms. Price Cargill and President Zaputil had a meeting with the Tukwila School District; there are still many details to be worked out but overall it was a positive connection.

### b. Executive Director

Ms. Price Cargill stated that there have been staffing adjustments and a new Front Desk Attendant has been hired. There is a monthly in-service scheduled and the focus will primarily be on swimming instructor skills. The marketing club has been reformed had their first meeting as well.

Commissioner Tyson asked about the timeline to get the bike rack installed. Ms. Price Cargill stated that this project is in the works. Mr. Perkins said he will install the bike rack within two months.

Commissioner Tyson inquired about the lower cleat on the flag pole that is locked with no key to unlock it. Mr. Perkins said that he has gone through the keys the City left with the pool and none of them worked the lock. The next step is to call a locksmith and have it drilled out and rekeyed. This would allow the flag to be raised and lowered when needed without using a ladder. Both the bike rack and the flag pole projects should be completed within 60 days.

c. Aquatics Manager

Mr. Perkins stated that the new assistant managers are settling in fine. The boiler had a loose wire and it was repaired. There were 208 students in swim lessons and water aerobics classes are filling up. There were two camps renting the pool this summer and those should be finishing up the next couple of weeks. White Water takes the month of August off.

Commissioner Frangello-Anderson asked about the numbers in the special events category in his report. Mr. Perkins said the numbers are from month to month and if people pre-register, that would not be reflected in this month's numbers. Also, White Water still has not remitted their rent payment.

Commissioner Gengler would like to see an accounts receivable report at board meetings, if possible. Mr. Perkins said he would be able to pull that information from Rec 1 and will have that information each month beginning with the next meeting.

d. Financial

Ms. Price Cargill noted that Paul was able to adjust the report to avoid duplication of the CIP funds. She will look into getting descriptions into this particular QuickBooks report for purchases for future meetings.

Commissioner Gengler noted that in her experience when downloading credit card statements a brief description is printed next to the purchase.

Commissioner Frangello-Anderson asked about the Adobe charges. Ms. Price Cargill stated that one charge is the initial subscription fee; the other charge is to add the software onto other computers. However, the second subscription is no longer necessary, so it has been cancelled so there will only be one charge showing going forward.

Commissioner Frangello-Anderson also asked about the King County payment. The credit card statement seems to be out of balance. Ms. Price Cargill stated she will look into these figures and let the commissioners know the outcome.

Ms. Price Cargill explained a number of different categories on the financial report to clarify some issues for the board.

e. TPAC Report

Ms. Myers, President of TPAC stated that at the meeting the budget was discussed among other items. Commissioner Gengler and Ms. Myers will be attending the "See You in the Park" event on Wednesday. Commissioner

Frangello-Anderson and Ms. Myers attended the “See You in the Park” at Riverton.

**BUSINESS ITEMS**

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO MOVE 6A TO 6B, SECONDED BY TYSON. MOTION CARRIED (4-0).**

a. TPAC appointment

President Zaputil announced that position #4 and 5# on the TPAC Committee are open and will be filled at this meeting. These nominees have been interviewed and their applications are in the packet. Sharon Shipman is the nominee for position #4 with a term expiring December 13, 2016 and President Zaputil gave some background on Ms. Shipman.

**MOVED BY COMMISSIONER GENGLER TO APPOINT SHARON SHIPMAN TO POSITION #4 OF THE TUKWILA POOL ADVISORY COMMITTEE, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).**

President Zaputil announced the nominee for position #5 is Aaron Shipman with a term expiring December 13, 2016 and she gave some background information about Mr. Shipman.

**MOVED BY COMMISSIONER GENGLER TO APPOINT AARON SHIPMAN TO POSITION #5, OF THE TUKWILA POOL ADVISORY COMMITTEE, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (4-0).**

b. Old Business: Officer Succession planning

President Zaputil brought up the issue of the current bylaws of succession. She read the bylaws as written. She read into the record Commissioner Neuffer’s statement; “I will miss the opportunity in what I imagine will be a productive and lively discussion on this topic. I know the board will work to make a decision with the interest of the public in mind, as we seek to have the process that places people who are suited to conduct duties of the positions without allowing a commissioner to gain too much power. In the past, we have seen the board struggle with these very issues.

We are a smaller board and cannot afford to have any board member, in either the Clerk or the President position, who does not fulfill their duties. No board can be healthy if one member has too much control. With these two things in mind, I suggest placing the following fail safes: One; no commissioner shall serve more than one year in each position over a three-year period. At the end of the year, a different commissioner will be voted into each position. It will be possible for a

commissioner to serve as Clerk one year and President next; however, it does not require a commissioner to be the clerk before being president, nor will it require a commissioner to serve as Clerk or President if they do not believe it would best serve the public. If a commissioner is not prepared to fulfill these duties satisfactorily in either one of these positions, it will give the board more flexibility to select another commissioner to serve in those roles. If a commissioner does not want to serve in either role during their term, it will not be required of them. The three-year period is to prevent the job from being passed back and forth between two commissioners.

Two; a commissioner may not serve as Clerk or President in their first year of serving on the board. This is only to familiarize the commissioner with the workings of the board and district. In their second year, they would be eligible for either position. It will give the board the flexibility of voting in a commissioner as a Clerk or President who would do well in either position after their first year of service. If a commissioner is re-elected, they could run for President or Clerk their first year as long as they have not served in either position in the prior three years.”

Commissioner Tyson would be fine with those regulations.

Commissioner Gengler agrees with Commissioner Neuffer as far as not serving consecutive terms in the same position. Each commissioner should consider serving in these positions.

Commissioner Frangello-Anderson does like the idea of the shifting to different positions.

Commissioner Gengler feels the Clerk should be the next logical President, unless the Clerk specifically cannot or does not wish to be in that position.

President Zaputil stated that nothing has to change, but wanted to have a discussion about this item.

**MOVED BY COMMISSIONER TYSON TO ADD TO SECTION ARTICLE 5 SECTION 2 OF THE TPMPD BYLAWS: “THE PRESIDENT OF COMMISSIONERS MAY NOT SERVE TWO CONSECUTIVE TERMS UNLESS THE FIRST TERM IS LESS THAN SIX MONTHS.”, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).**

**MOVED BY COMMISSIONER TYSON TO AMEND THE MOTION TO INCLUDE THE CLERK OF THE BOARD, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).**

Commissioner Gengler was concerned that the terms end December 31<sup>st</sup>, which would mean that if elections would not done at the first meeting in December there would not be a President or Clerk after December 31<sup>st</sup>.

President Zaputil stated that the commissioners would serve until the 31<sup>st</sup> of December or until the next election.

**MOVED BY COMMISSIONER GENGLER TO AMEND THE BYLAWS ARTICLE 5, SECTION 2, TO READ “THE OFFICERS OF TPMPD BOARD SHALL SERVE UNTIL 12-31 OR UNTIL A SUCCESSOR IS APPOINTED BY THE TPMPD BOARD AND THE FAILURE TO APPOINT A SUCCESSOR AS PROVIDED HERE AND SHALL NOT OPERATE AS A REMOVAL OF OFFICERS. MOTION CARRIED (4-0).**

c. Additional Meetings proposal

President Zaputil stated this proposal is to consider additional meeting dates.

**MOVED BY COMMISSIONER TYSON TO INCREASE THE NUMBER OF MEETINGS OF THE BOARD OF COMMISSIONERS, SECONDED BY COMMISSIONER GENGLER.**

President Zaputil opened the floor for discussion of the motion and began by reading a written statement from Commissioner Neuffer into the record. “The amount of work that is necessary should dictate the number of meetings. Given that we have an Executive Director; I do not think it is necessary to meet more than once per month as a board. However, if we put together a work plan and the necessary work cannot be done, then I would be open to re-considering this position. As things currently stand, I am concerned about raising the expenses of running the district without adequate return.”

Commissioner Frangello-Anderson agrees with Commissioner Neuffer.

Commissioner Gengler is not in agreement, but is concerned about the amount of time that goes into these meetings. She would be open to more meetings if needed in the future.

Commissioner Tyson feels the meetings are rush to get all the work through in one meeting. Meeting only once a month means decisions that need to be made have to wait awhile before things can move forward.

Commissioner Gengler would like to have more time in these meetings; however, the agreement is that the meetings must end and the building cleared at a certain time.

Ms. Price Cargill will contact the facility to see if an extension of time can be arranged if needed.

President Zaputil would like to stay with the once a month meetings unless something happens that would require more meetings. She feels the Ad Hoc

Committees are doing the work and reporting back to the full board for decisions.

**MOTION FAILED (2-2, WITH COMMISSIONER TYSON AND COMMISSIONER GENGLER VOTING "AYE", PRESIDENT ZAPUTIL AND COMMISSIONER FRANGELLO-ANDERSON VOTING "NAY")**

President Zaputil stated that because she was unsure as to the procedure when there is a tie vote.

**MOVED BY COMMISSIONER TYSON TO TABLE THIS DISCUSSION UNTIL THE TPMPD DECEMBER MEETING, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (4-0).**

d. Finance Committee establishment

President Zaputil stated that there is a policy related to a Finance Committee. The topic is "should the board create and appoint this committee."

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO ESTABLISH A FINANCE COMMITTEE AND APPOINT MEMBERS, SECONDED BY COMMISSIONER GENGLER.**

President Zaputil stated the purpose of this committee would be research, support and review recommendations on budget, preliminary review of major financial questions involving sums exceeding \$5,000 and other duties as needed or defined by the Board of Commissioners.

Commissioner Tyson feels extra meetings are made for just such information to be discussed. He thinks these types of discussion should be made by the whole board and not just at committee meetings.

Ms. Price Cargill added that to have additional meetings would require publishing and noting the meeting, finding a public place to hold the meeting and the use of resources that would have a financial impact to the TPMPD.

President Zaputil noted that a Financial Committee is a typical model for this type of body. This committee would do the initial vetting and bring it before the board.

**MOTION CARRIED (2-1 WITH COMMISSIONER TYSON VOTING "NAY AND COMMISSIONER GENGLER ABSTAINING).**

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO APPOINT COMMISSIONER GENGLER TO THE FINANCE COMMITTEE, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (4-0).**

**MOVED BY COMMISSIONER GENGLER TO APPOINT PRESIDENT ZAPUTIL TO THE FINANCE COMMITTEE, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (3-0, WITH COMMISSIONER**

**TYSON ABSTAINING).**

- e. Bylaw and Policy adjustments

President Zaputil stated this to amend policies and bylaws.

**MOVED BY COMMISSIONER GENGLER TO ADOPT THE BYLAW AMENDMENTS AS PRESENTED IN THE PACKET, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).**

Commissioner Frangello-Anderson stated that in Article 5 section 1, '*appointed*' was misspelled.

Commissioner Gengler just wanted to ensure the verbiage in Article 5, section 4 that talks about the Clerk of the Board shall assume the responsibility of the duties of the President in the absence or disability of the President is correct.

**MOVED BY COMMISSIONER GENGLER TO ACCEPT THE MISSION, VISION AND CORE VALUES AS PRESENTED, SECONDED BY COMMISSIONER TYSON.**

**MOVED BY COMMISSIONER GENGLER TO AMEND THE TEXT IN THE CORE VALUES TO CORRECT THE WORD "AMAZING" TO ALL LOWER CASE LETTERS, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (4-0).**

**MOTION TO ACCEPT THE MISSION, VISION AND CORE VALUES AS AMENDED CARRIED (4-0).**

**MOVED BY COMMISSIONER GENGLER TO ADOPT REVISED POLICY 220-BOARD ADMINISTRATION AS PREPOSED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).**

**MOVED BY COMMISSIONER GENGLER TO ADOPT POLICY 310-OPERATING HOURS AND HOLIDAY CLOSURES AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON.**

Commissioner Tyson feels the pool should be closed on Christmas Eve.

Ms. Price Cargill stated that the half day closures were voted on during the last meeting as per the Leave Committee's recommendation.

Commissioner Gengler suggested if there is a concern about being open until 1:00 p.m. on Christmas Eve and New Year's Eve, that metrics be taken to determine if the pool is getting enough use on those days to remain open.

Mr. Perkins said there is also rental availability from 3:00 p.m. until 7:00 p.m. on Saturdays only, which is not currently reflected in the policies.



**MOVED BY COMMISSIONER GENGLER TO AMEND THE POLICY EXTENDING THE OPERATING HOURS ON SATURDAYS FOR RENTAL UNTIL 7:00 P.M., SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).**

**MOTION TO ADOPT POLICY 310 AS AMENDED CARRIED (4-0).**

f. Draft 2017 Budget - Expense Reduction Focus

President Zaputil added this item to the agenda to have a preliminary discussion about the budget and breaking it down into three parts; expense reduction, income increases and expense increases. She focused on expense reduction for this meeting. Over the last six months the commissioners have received the bills and this is a good time to discuss them.

Commissioner Frangello-Anderson would like to know how some of the numbers for 2017 were determined.

Ms. Price Cargill stated that there were expenses last year that will not be as high this year; for instance, advertising for an executive director.

Commissioner Tyson suggested some of the items like the Air/Gas item could go out for competitive bids which might lower expenses.

Mr. Perkins stated under that multiple things are included in this item such as pool chemicals, rental of a storage container, etc.

Commissioner Tyson asked if purchasing the storage container would save money.

Mr. Perkins said that it is normal to rent the container because if there are issues with the container, which there often are, the owner will have to fix whatever is malfunctioning. He inherited some vendors but when seeking new vendors he does research to ensure the money being spent wisely.

President Zaputil suggested those concerns or possible reduction techniques can be forwarded to the Finance Committee for research as well as including any information that may result in savings for the pool.

Commissioner Frangello-Anderson wonders if there could be cost savings in the janitorial supplies.

Mr. Perkins said that he has not researched this, but will do some pricing to see if there are better suppliers who can provide the same level of product and service at a lower price.

Commissioner Gengler asked about the sewer bill taking a drop over the year.

Mr. Perkins said that he is very aware of the cost of back washing and practices control of how much water is put down the sewer.

Ms. Price Cargill said, in addition, the pool was not billed for six months of 2016 and so that has to be paid. She thinks it is possible that the school district may have been covering the cost or the meter was not functioning properly.

President Zaputil feels the Commissioner's training budget is a little high, so that could be cut. Also, there are no items listed in the lifecycle replacement plan that need to be funded in the CIP budget, so that should be removed.

Commissioner Tyson asked about line 157, Translation Services; even though it is only \$500, could there be a way to reduce that.

Ms. Price Cargill said that in her experience, if translation is needed, hiring a professional is best. This year the pool translated the scholarship application into Somali and the waiver into Spanish and Somali.

Commissioner Gengler suggested seeing if a relationship can be established with the school district to use their services for translation.

Ms. Price Cargill said that she thinks the school districts also hire professionals for written documents.

Commissioner Gengler thinks talking to the school district about internet use to see if there is something that can be shared to reduce the T-1 expense.

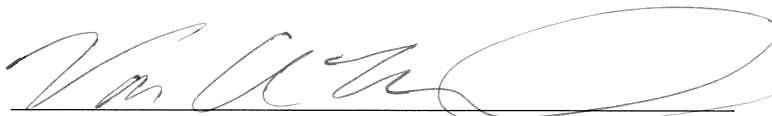
- g. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, September 12, 2016, 6:00 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148<sup>th</sup>, Suite 100, Tukwila, WA 98168.

### MISCELLANEOUS

There were no miscellaneous items.

### ADJOURNMENT

**MOVED BY COMMISSIONER FRANGELLO-ANDERSON, SECONDED BY  
COMMISSIONER TYSON, TO ADJOURN THE MEETING AT 9:05 P.M.  
MOTION CARRIED 4-0.**



President Zaputil, President of the Board of Commissioners