

TUKWILA POOL METROPOLITAN PARK DISTRICT

September 12, 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, Commissioner Tyson and Commissioner Neuffer.

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

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

AGENDA

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (3-1 WITH COMMISSIONER TYSON VOTING NAY).

CITIZEN COMMENTS

None

CONSENT AGENDA

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

MOVED BY COMMISSIONER GENGLER TO APPROVE THE CONSENT AGENDA AS PRESENTED, SECONDED BY COMMISSIONER TYSON.

Commissioner Tyson noted that some of the vouchers did not include descriptions. He pointed out his intent to abstain from voting on vouchers missing this information had been stated at the last meeting. Ms. Price Cargill read from the minutes on the last meeting where Commissioner Tyson spoke about the vouchers but there was no

mention of this statement. Commissioner Tyson requested to change the minutes, but it was unclear whether or not that reflected the actual conversation.

**MOVED BY COMMISSIONER GENGLER TO PULL THE MINUTES OF
AUGUST 9, 2016 FROM THE AGENDA, SECONDED BY COMMISSIONER
NEUFFER. MOTION CARRIED (4-0).**

Commissioner Tyson repeated that he would not vote to approve these vouchers. He also mentioned that he has some issues with the credit card report.

President Zaputil stated that the credit card report will be discussed in the Financial Report later in the agenda.

Commissioner Tyson pointed out that there is the same problem with the credit card statements as with the vouchers, which is not enough information about what was purchased and for which project.

President Zaputil said the items on these vouchers are the Alarm Center, Cascade Computer Maintenance, Puget Sound Energy, Seattle City Light and Walter E. Nelson.

Commissioner Tyson stated that if the descriptions are unsatisfactory in the future, he will vote nay instead abstaining.

Commissioner Neuffer asked if it would be possible to get a description of the four vouchers listed by President Zaputil at this time instead of waiting for the next meeting.

Mr. Perkins stated the Alarm Center is the monthly alarm monitoring fee. Cascade Computer Maintenance payment was for the server software update, done remotely. Puget Sound Energy is the gas bill for the pool and City Light is the electricity. Walter E. Nelson is the janitorial supplies and Mr. Perkins noted some supplies were returned which gave the pool a credit.

Commissioner Gengler noted a lesson refund on page 18 and wondered what the circumstances were.

Mr. Perkins stated that was refunded because the person qualified for a scholarship after they had paid for the lesson.

Commissioner Gengler also noted there were two bills from Dynamic Language.

Ms. Price Cargill stated that this is the company that provides the translations and there were two job requests made.

Commissioner Gengler stated that the commissioners receive copies of these bills. She appreciates the descriptions and feels operations is doing a great job in communicating with the board concerning the monthly financial obligations of the pool.

President Zaputil said she is comfortable approving these vouchers and appreciates Commissioner Tyson's comment for public transparency.

THE MOTION TO APPROVE THE CONSENT AGENDA WITH ONLY THE VOUCHERS WAS CARRIED. (3-0 WITH COMMISSIONER TYSON ABSTAINING).

REPORTS

a. Commissioners

Commissioner Gengler reported she represented the pool at the Elected Officials Picnic. She also attended the Marketing Club meeting with Commissioner Frangello-Anderson and TPAC members. The Safari and the Pumpkin Plunge events were discussed. The decoration party will be on Friday the 30th and Commissioner Frangello-Anderson has acquired 175 pumpkins for the plunge. She also attended the last pool event where she talked to parents who were pleased with the events the pool presents.

President Zaputil attended the Finance Committee Meetings and Commissioner Gengler is sending out agendas for the upcoming meetings.

b. Executive Director

Ms. Price Cargill stated there have been some changes in staffing due to school starting again and there will be some staff returning. There was some upheaval in scheduling; however, things are coming back to normal. She has almost completed reviewing the requirements for setting up staff fingerprinting and hopes to have this completed next month.

The data on the passes that have been handed out and redeemed is not together at this point, but should be soon. She will contact the Tukwila Reporter to verify that the information the pool sent on the Pumpkin Plunge has been received. The bike rack is in and bolted down. The flag pole issue has also been resolved.

Commissioner Neuffer asked if the pool would have any liability issues if bikes were stolen or damaged.

Mr. Perkins said that the rules state that the pool is not responsible for personal property.

Ms. Price Cargill reported that Foster High School has been using the pool for a week; however, there is not a signed rental agreement yet; however, an MOU [Memorandum of Understanding] has been discussed with the school. She has had a response from the school concerning the school employee being a trained lifeguard so the pool will temporarily have a pool lifeguard on the deck during the class.

Commissioner Neuffer asked if the MOU covers the amount the school is paying.

Ms. Price Cargill said that the memo is not a contract, it states duties each party will perform and this is only with Foster High School. The district would be responsible for payment.

President Zaputil stated that the MOU was something that she pushed to have done so all parties were aware of the expectations. The Interlocal Agreement was not coming together quickly and would be a broader document. The MOU was created for the lessons with Foster High School only.

Commissioner Neuffer wanted to know which document states how much the pool will receive as reimbursement.

Ms. Price Cargill stated the Interlocal Agreement would address those issues. An appointment concerning that agreement with the Tukwila School District's Dr. Judith Berry is in process at this time.

The suggestion cards signed by a parent named "Summer" described issues which were resolved to parent's satisfaction and she enrolled her daughter in another set of lessons.

Commissioner Gengler inquired if the surveys that were to be done at the end of lessons had been developed.

Ms. Price Cargill said those surveys had not been done, but it is in the work plan.

Mr. Perkins noted that maintenance items mentioned in another suggestion card were primarily resolved. The issue with the shower that would not shut off has been addressed by turning off the tower that supplies those particular showers for repair. This took two or three days to complete which is why the suggestion box comment stated that half the showers were not functioning. The lockers are still an ongoing maintenance issue due to the nature of the keys and customers not being aware of the proper use of the key.

Commissioner Gengler suggested making a printed visual placard showing the proper use of the locker system might help with understanding how to use the lockers.

c. Aquatics Manager

Mr. Perkins has taken over the scheduling of employees to ensure the pool runs smoothly. The bike rack is in use. Two staff meeting times have been scheduled to accommodate varied schedules, and it is mandatory that staff must attend one of those meetings.

The synchronized swimming instructor has expressed an interest in renting the pool at 5:30 a.m. to 7:30 p.m. on Saturdays; however, covering that shift could prove difficult. The accounts receivable report shows the Washington Kayak Club owes \$2,400, Alaska Airlines owes \$423 currently, White Water made a \$6,000 payment; however, there is still a balance owing. Museum of Flight owes \$3,368 for the summer camps and they have been billed. This makes a grand total owed the pool of \$11,465.

Commissioner Gengler asked if the staff meetings and in-service meetings had been stopped for a time and if so, why were they discontinued.

Mr. Perkins said there were a couple of months in the past where those meetings did not take place due to difficulty in finding a time that everyone could meet which is why he has changed to having two meetings instead of one to ensure everyone gets the same information. Staff attendance at one of those meetings is mandatory and they will be compensated for their time. During the times when meetings were not held, a staff letter was posted in the dressing rooms to alert staff of any changes that were being made.

Ms. Price Cargill asked when the decorating party for the Pumpkin Plunge would take place.

Commissioner Gengler said that bales of hay would be delivered to the lobby of the pool. The actual decorating would happen later and the pumpkins will arrive at a later date.

Commissioner Neuffer asked if the patron who suggested the bike rack had been notified that it was installed.

Ms. Price Cargill said she did notify that patron and invited her to come to the pool and take a picture of her next to the bike rack.

Commissioner Tyson commended Mr. Perkins and Ms Price Cargill for taking care of these issues. He further inquired as to how many suggestions or complaints have not been resolved.

Ms. Price Cargill stated that in terms of the facilities suggestions, with the exception of the locker issue, all have been resolved. In terms of the swim lessons, this is actively being addressed and will continue to be adjusted to satisfy as many customers as possible.

President Zaputil said the other two suggestions were for more open swim time and more free stuff.

Mr. Perkins is pleased to hear that there are more people who want more open swim time.

d. Financial

Ms. Price Cargill said that the credit card report is created in QuickBooks which limits how much data can be put in this report; it simply does not have a detail portion. Another option is to copy every credit card receipt in the packet each month.

Commissioner Gengler inquired if the information from the credit card comes into QuickBooks online.

Ms. Price Cargill stated that this information is manually entered.

Commissioner Gengler suggested contacting US Bank to see there is way to download the credit card transactions directly into QuickBooks.

Ms. Price Cargill replied that is how it is done with other accounts; however, the credit card information is entered manually. Unfortunately, the QuickBooks report for credit card reconciliations does not include that information.

Commissioner Gengler suggested when downloading the transaction information, perhaps loading it into an Excel sheet as well as QuickBooks.

Ms. Price Cargill said she will check into getting the information in a form where all the details of the transactions would be included.

President Zaputil had a question on page 35 of the report concerning the scholarships and the difference in Mr. Perkins report and this report.

Ms. Price Cargill stated the scholarships were being improperly coded and she is correcting the issue.

e. TPAC Report

President Zaputil thanked TPAC for all their efforts. The next meeting is at TCC on September 17th and Commissioner Gengler will attend that meeting.

f. Programming Committee Report

Commissioner Neuffer attended the programming committee meeting and reported that there is still work to do. Data is being collected and will be compiled on pool

uses via a survey during the committee potluck; however, that was reviewed at a meeting she did not attend, but it is included in the packet.

At the next meeting the committee will be looking at policies in relation to programming and review ideas to better serve the community.

Commissioner Gengler noted that there was something in the reports that mentioned deep water aerobics.

Mr. Perkins stated those aerobics will begin next week on Tuesdays and Thursdays from 7:00 to 8:00 p.m. which is after hours.

Commissioner Neuffer said that the Winter Guide was also discussed at the Program Committee meeting and she was voted to chair the committee. The next meeting will be September 28th and then October 5th.

President Zaputil stated that if commissioners have changes or input in the Winter Guide, the meeting of September 28th would be the time to get those into the committee. She asked if the "Turtle" [Special Olympics] program will still be an ongoing program.

Mr. Perkins said that the Turtle program will be offered.

BUSINESS ITEMS

a. Employee Handbook proposal

Ms. Price Cargill stated that the version the board has in their packet has been reviewed by TPMPD legal counsel and also reviewed by an attorney that WCIA recommended who looked at the proposal as an employment law specialist. She passed out the notes from the attorney of suggested changes.

Ms. Price Cargill stated she intends to incorporate these changes unless the board has objections. The attorney and Ms. Price Cargill had a long phone call and the attorney questioned the omission of drug testing and eliminating the detail about progressive discipline. Ms. Price Cargill told her that if an employee was behaving in a way that affected their performance, then that is how this would be addressed instead of drug testing and the attorney was agreeable with that process. She explained to the attorney that the steps of discipline are still in there and staff will get training in progressive management, but the details are not in the booklet.

MOVED BY COMMISSIONER GENGLER TO ADOPT THE EMPLOYEE HANDBOOK, SECONDED BY COMMISSIONER NEUFFER. *

Commissioner Tyson asked about the shift times the instructors and lifeguards get paid for are different.

Mr. Perkins said that instructors are to arrive fifteen minutes before their classes begin so they can change and be ready to start classes on time and they receive compensation for those fifteen minutes. Lifeguards do not get the extra time as they do not have set up duties normally.

Commissioner Gengler feels the example under *History of the Tukwila Pool Metropolitan Park District* of the tax paid by property owners is not helping people to understand the taxes.

Ms. Price Cargill said that the history was provided to give the employees a sense of how everybody contributes towards the pool.

Commissioner Gengler felt it might be more meaningful if there was a copy of the revenue that is generated by the levy and how much money is generated by revenue from the pool operations. Then they can see how they can contribute to the bottom line.

Commissioner Tyson thinks that the amount should be per \$100,000 rather than \$1,000,000.

Commissioner Gengler said that to get the young people to engage with the pool and understand that what they do impacts the pool and its finances.

President Zaputil asked if Commissioner Gengler feels it would be better to change the million-dollar price tag used in the example to \$250,000 or just take that language out all together.

Commissioner Gengler felt it would be more impactful to give actual numbers that are used in the budget.

Commissioner Tyson suggested that pie charts would be a good way for employees to grasp the concept.

President Zaputil said the pie chart would be a good idea, but would not work in this paragraph. She asked for feedback from the board as to how they would like the paragraph to read.

Commissioner Gengler is not sure they, the readers of this booklet, would care what the numbers are, so she would like to see it changed to \$100,000.

Commissioner Neuffer is supportive of the levy income, but feels there is more history included than is needed.

Ms. Price Cargill agrees there is a lot of history; however, there are many citizens that know the history and when they ask questions, the staff should know the answers about the history.

President Zaputil stated that this booklet can be used as a reference document as it will always be available.

Commissioner Neuffer thinks this portion could be more condensed.

Commissioner Gengler feels that changing the million dollars to the \$100,000. She thinks it is not necessary to refer to the 80% of the taxes are paid by businesses.

President Zaputil restated what she is hearing from the board and that is to change the million to \$100,000 and end it at Tukwila Pool Metropolitan Pool District.

Commissioner Tyson does not approve of that change because he wrote the con statement for the bond that is coming up and he found that many people do not realize they are paying for the pool.

President Zaputil is in support of changing the number to \$100,000, but including the rest of the language.

Commissioner Gengler feels that including the school district as another example of a special purpose district will be confusing.

President Zaputil agrees that the last part could be removed referring to the school district, but include renters who pay taxes as well as property owners.

Commissioner Gengler asked about Section 8.2.6 "Breaks and meal periods". She knows that the law states ten minutes for breaks. Perhaps that could be raised to fifteen minutes in the future; however, on section 8.6.3 where it states that if an employee is available to answer phone calls or address other needs, the employee may stay clocked in during meal breaks. She would like to know who makes this decision and is this a clear statement?

Ms. Price Cargill stated that has more to do with management than the other staff. If a manager is on duty, but on meal break, they would still be required to handle issues that may arise.

Mr. Perkins said that the breaks and meal times are still being worked through; the statements in the booklet are being written directly from the law.

Commissioner Gengler asked if there is a ceiling for pay increases under the compensation section 4.1.3. She felt the board had previously discussed five years as the ceiling.

President Zaputil said that section 4.3.1 should reference Appendix A.

The board agreed to make that change and Ms. Price Cargill will ensure this is added to the booklet.

Commissioner Gengler noted that the Employee Handbook lacked a swim instructor job description.

Ms. Price Cargill explained that there is not a separate position called swim instructor currently.

Commissioner Gengler inquired if there was a pay difference between a lifeguard and a swim instructor.

Ms. Price Cargill stated there is no swim instructor position anymore. The lifeguard staff also provides swim lessons. When a lifeguard is teaching swim lessons, there is a dollar an hour increase in pay during that time.

Mr. Perkins explained that this helped track the swim lesson costs and encouraged the lifeguards to teach.

Commissioner Gengler feels there should be some sort of difference in the job description between when the employee is acting as a lifeguard versus teaching because there is a different set of expectations for each job.

Ms. Price Cargill stated that the lifeguard and instructor positions were combined to include both jobs.

Commissioner Neuffer felt the liability would not be a worry, but would like to visit this again in the future.

Commissioner Gengler feels that the job description for the aquatics manager on page 115 needs be updated from *'the details yet to be determined'* to *'benefit package will be available'*.

Ms. Price Cargill said that it will be updated to reflect the benefit package that was approved by the board.

Commissioner Gengler wondered if volunteers should be included on the organization chart as they are not on there currently.

Ms. Price Cargill said they could go beside the executive director and the citizens above the board.

Commissioner Neuffer would like to have a written open door policy for the employees in the handbook. She could bring in some language for that policy at a later date.

Commissioner Tyson asked about a formal grievance policy and if there is one in the handbook.

Ms. Price Cargill that under 8.16, Suggestions and Complaints, there is a procedure for filing complaints.

President Zaputil said that the procedure listed is to speak with the shift supervisor and if uncomfortable with that, they may go to the next level of authority.

Commissioner Tyson stated that leaves the commissioners out as a resource for employees.

President Zaputil said that on the next page it states that employees are encouraged to interact with members and volunteers; however, this should not be used to bypass their supervisors to bring up operational suggestions.

Commissioner Tyson felt this was sufficient for this topic.

Commissioner Neuffer would like to have the safety portion in the handbook be moved towards the front as safety is a key concern for the pool. Its current position is too far back, in her opinion.

Ms. Price Cargill stated that the employees will receive another set of procedures that will have specific safety policies and procedures.

Mr. Perkins said this companion document will include the emergency action safety plans and other daily activities to be performed by the employees.

Commissioner Neuffer feels like safety should be priority and more prominate.

Commissioner Gengler agrees and made some suggestions as to different placement areas in the handbook. Safety could follow mission and vision statements.

Commissioner Neuffer thinks it should be with Conditions of Employment.

Commissioner Gengler felt that safety could have its own chapter.

Ms. Price Cargill suggested it could be moved to section 1 before Workplace Harassment and Workplace Violence as these are safety concerns as well.
Commissioner Tyson suggested putting safety in the job descriptions.

President Zaputil said that could bolster the descriptions; however, it also should be as a separate chapter in the manual. The decision would be where the best position would be in the booklet.

Commissioner Tyson felt that under section 1.4 would be a place to put the safety concerns for the employees.

President Zaputil is hearing that it would go well with the harassment, violence and safety.

The board is comfortable with moving the Safety section to the Harassment and Workplace Violence section.

Commissioner Neuffer expressed concern that officers would not be given this handbook as they are not employees if they do not receive payment for services.

Ms. Price Cargill looked up the meaning of officers and for the purpose of this book, that the board members are not officers; officers would be those people appointed by board to provide paid services.

Commissioner Neuffer wondered if section 2.2.2, which concerns prior notice to employees if the hours or days the pool is open change. It currently says it can be done without notice.

Ms. Price Cargill believes prior notice of changes should be handed out to the employees, so the *without* should not be included. However, this sentence was a copy of the older manual.

Mr. Perkins said there is no definition of '*prior notice*'; how much notice is acceptable?

Ms. Price Cargill stated that notice should be given as soon as possible.

Commissioner Gengler felt that on section 2.2 the hours need to be updated to reflect the recent changes.

President Zaputil stated that the hours listed are correct. Further on in the handbook it states which days are half days.

Commissioner Neuffer asked about section 2.2.1 which deals with authorization for overtime. It says the executive director must authorize overtime, but she thought that the aquatics manager would be the correct person to authorize overtime.

Ms. Price Cargill said that overtime is a budget issue and that is why the executive director would be responsible for that authorization; however, if she is not available, Mr. Perkins would be the designated person to authorize overtime.

Commissioner Neuffer said that in section 2.4.2, it is the employees' responsibility to find someone to cover their shift and to work with other employees to change the schedule. She feels this could be a burden on the employee.

Ms. Price Cargill stated that this is standard operating procedure. All the employees have each other's phone numbers and can communicate with each other.

Mr. Perkins said he would still have to approve the shift change, but it is up to the employee to find a replacement.

The board discussed this issue and their experiences in their work lives having to do the same thing. It gives the employee some empowerment. The aquatics manager does try to schedule employees when they are available.

Commissioner Gengler commented on '*Resignations and Terminations*' where it says to give two weeks' notice when resigning if you are a non-exempt employee, but yet in another area in the manual, it says you are employed at will and can be fired immediately.

Mr. Perkins stated the request is for fourteen days in advance if you want a good recommendation.

Commissioner Gengler said that Mr. Perkins does not give out recommendations.

Mr. Perkins said that if an employee asks for a letter of recommendation, he will write one; however, if they want to use the pool employment as a reference, that is different from a recommendation.

Commissioner Gengler noted that there is a formatting issue with Appendix A.

Ms. Price Cargill was aware of the formatting issues and will fix them.

Commissioner Gengler stated that this was very well done and she really appreciates the care and concern that went into editing this book.

Ms. Price Cargill stated that Commissioner Frangello-Anderson suggested that the employee discount be 10%, although it is currently 50%.

Commissioner Gengler noted that if the aquatics manager or designee has to spend time to go and purchase these items, the pool could actually be losing money at the 50% rate.

President Zaputil asked if everything is being marked up 100%.

Mr. Perkins said he is rounding everything up to the nearest 25 cents because of the extra change issue. This may result in a little higher mark up, but the prices are still competitive with the smaller local markets.

Commissioner Gengler feels this is an operational issue and the executive director and aquatics manager can work on this so that everybody gets the best deal.

Commissioner Tyson felt taking away the 50% discount could be a morale buster for the employees.

President Zaputil agrees and thinks if that is what is currently being done, then that should continue.

Commissioner Neuffer agrees that this is an operational issue and it is a morale booster; however, if the employees are the best customers, that could be a profit problem in the future.

Mr. Perkins is tracking the things that the employees are buying as well as the retail sales to keep a close eye and ensure profit is being made.

Commissioner Tyson said the employees should be warned not to extend this discount to friends or family.

Mr. Perkins said the front desk employee has to ring up all purchases so she keeps an eye on this as well.

The consensus of the board is that the 50% discount for employees will remain at that rate.

Commissioner Tyson complimented Ms. Price Cargill on the excellent job she has done on the handbook. He commented on the current pay schedule in section 4.1.3 which reads '*if an employees performance is unsatisfactory*', how is unsatisfactory defined and if so, where is that in the handbook?

Ms. Price Cargill said there is a very clear policy in the performance management section. It involves clear and open communication with employees. There is no employee who has an unsatisfactory record who is not aware of that. Due to the way the performance evaluations work, there is a written record of an employee's unsatisfactory performance.

President Zaputil noted that the supervisors are responsible for quarterly reviews of each employee.

Commissioner Tyson would like to see that portion of the handbook that speaks to that referenced in this section also.

The consensus of the board was to include that reference point in this section as well.

The board discussed the sentence under compensation in reference to years of service increases to read '*increases are contingent on satisfactory performance and are granted annually*'. The board agreed to insert this wording into the book.

Commissioner Tyson suggested using wording such as '*granted on the anniversary date of employment*.'

Ms. Price Cargill is not confident this can be done on anniversary dates because the way pay checks are issued.

Commissioner Tyson agreed with that and suggested the raises would be given on the paycheck after the anniversary date.

President Zaputil stated the sentence prior to the one being edited reads '*these increases are generally implemented on an employees' anniversary date in a position*' and then it would go on to read '*increases are contingent on satisfactory performance*.'

Commissioner Tyson feels that '*generally*' would be incorrect.

Mr. Perkins thinks he can change an employees' rate on their anniversary date and that would solve the issue.

Ms. Price Cargill would like to leave the word '*generally*'.

Commissioner Gengler said that if it cannot be done on that date, it can be done retroactively.

Ms. Price Cargill said that she understands what the board is saying; however, the attorneys went through this book and changed every reference that said '*we will*' to read '*we may*' so the pool is not committed to do something that is out of the pool's control.

President Zaputil thinks the sentence which reads '*employees' anniversary date*' should be at the end of that paragraph.

Commissioner Gengler feels that if the employee is informed that the raises are on the anniversary date and they may be retroactive according to the pay check cycle, she agrees the leaving the word '*generally*' in the sentence.

Commissioner Tyson feels that the pool has a commitment to the employees and words like '*generally*' should be excluded.

Commissioner Gengler noted that if an employee takes four months of vacation, they have not been continually employed and therefore, would not be eligible for a raise on their anniversary date of employment.

Mr. Perkins said that this is an issue with the seasonal employees.

President Zaputil stated that after this discussion, she is in favor of leaving the '*generally*' in that statement because there are unusual situations that can and will happen.

Commissioner Gengler thinks there needs to be some discussion with operations and decision making about these kinds of situations.

Ms. Price Cargill said that has to be consistency with whatever procedure is chosen.

Commissioner Tyson is in agreement with the idea, but thinks the wording could be revised date of employment to '*credit time*'.

President Zaputil asked if this discussion can be brought back to the board such as is being done for the Open Door Policy.

Ms. Price Cargill noted that in Appendix A there was a policy that was implemented by this board and she does not have authority to change that.

President Zaputil asked if there needs to be language like '*twelve months of service*'.

Ms. Price Cargill said that if that is what the board would like to have done in the schedule, it can be accomplished.

Commissioner Gengler asked that if the anniversary date is the only date used, what happens if the employee leaves for a month. Are they still an employee during their time off?

President Zaputil said the sentence in question could be completely eliminated. The current pay schedule allows for an annual pay increases depending on an employee completing a satisfactory year of service.

The consensus of the board is to eliminate the '*anniversary date*' reference and leave '*the current pay schedule allows for an annual pay increase depending on an employee completing a satisfactory year of service*'.

Commissioner Tyson asked about what types of leave could an employee take that would contribute towards the year of service.

Ms. Price Cargill stated that accrual happens only for time worked; it does not include vacation or sick leave hours. She passed out notes from the employment specialist

attorney who had reviewed the manual. These notes will be included in the handbook, so when voting on this motion, please know that these edits are included.

Commissioner Neuffer said she not had adequate time to read these notes.

President Zaputil noted that the board could vote on the corrections the board has agreed upon and incorporate what is in the attorney's notes at a later date.

Commissioner Tyson does not see a reason to defer this to another meeting since this was written under an attorney's advice.

Commissioner Neuffer is unsure if she is comfortable voting for it without reading through all of the changes.

President Zaputil said she is comfortable voting for this including the attorney's addition.

***MOTION TO APPROVE EMPLOYEE HANDBOOK WITH THE MODIFICATIONS AS DISCUSSED INCLUDING THE WCIA ATTORNEY'S RECOMMENDATIONS. MOTION CARRIED (3-0 WITH COMMISSIONER NEUFFER ABSTAINING).**

b. Aquatics Manager contract revision

Ms. Price Cargill said that once an employee signs the employee handbook acknowledgement page, it becomes a contract which eliminates the need to have contracts with individual employees. The question is now that an employee handbook exists, can the current contract with Mr. Perkins be discarded?

Mr. Perkins said he was told that the board wanted to do it this way and he was not given any input into the decision.

MOVED BY COMMISSIONER NEUFFER TO TERMINATE THE CURRENT CONTRACT AND COVERT THE AQUATICS MANAGER TO REGULAR EMPLOYMENT STATUS, SECONDED BY COMMISSIONER GENGLER. *

Commissioner Neuffer wanted to make sure that if the board made this change that the aquatics manager would not lose anything he has in the current contract.

Ms. Price Cargill stated that that is the intention.

President Zaputil said that she was concerned about that also; however, the attorney has reviewed Mr. Perkins' contract and made sure he will incur no loss.

Commissioner Neuffer asked what the impact to the pool would be if Mr. Perkins' contract was converted.

President Zaputil said the pro is a financial savings due to not having to perform an

annual review and the attorney was unable to discover any cons to the conversion.

Mr. Perkins has no objection to this change, he was just not aware that it would be happening right now. There are things he would like to discuss, but those are policy issues that need to be changed such as the vacation policy. He has been unable to take vacation and therefore, is losing vacation time.

Ms. Price Cargill noted that Mr. Perkins is at the maximum vacation time he can earn.

President Zaputil said that would be a policy issue.

Mr. Perkins says he understands this; however, if he was under contract that would be something he could negotiate.

Commissioner Neuffer said she is uncomfortable approving a change like this without feeling like the aquatics manager has had enough time to analyze the change.

President Zaputil read Commissioner Frangello-Anderson's note into the record: "I'm sending you this email in regards to changing the employee status of Dave Perkins, Aquatics Manager at the Tukwila Pool. I will admit I was a little taken back when this was presented, but after review, I am in agreement with changing the aquatics manager, Dave Perkins, to a permanent employee of TPMPD and no longer being a contracted position. With this move, I feel that allows the employee to be fully engaged and the cost savings with not having to involve the TPMPD attorneys is a benefit for all involved with the TPMPD. This recommendation is based on the fact that the aquatics manager position or pay would not change and the position will be in accordance with the TPMPD employee policy and procedure handbooks."

Mr. Perkins stated that from his view, the handbook is not approved and he feels the handbook needs to be approved and set in stone before his contract can be converted.

President Zaputil is hearing that perhaps this should be tabled for a month to allow the aquatics manager time to go through it.

Commissioner Gengler hears Mr. Perkins using the term "set in stone" and she is uncertain what that means.

Mr. Perkins says a week is fine and he has no problem with the conversion.

Commissioner Tyson asked Mr. Perkins if he felt the board had made a pre-judgment on this conversion.

Mr. Perkins answers that he did not feel that way at all.

Commissioner Gengler does not feel ready to vote on this tonight. She feels there needs to more discussion on vacation and other issues and that more research is needed so Mr. Perkins is comfortable with the conversion.

Commissioner Tyson asked Mr. Perkins if he is not comfortable taking vacation because there is nobody to fill in for him.

Mr. Perkins said that the precedent has been set that a manager has to be here at all times when the pool is open and in doing that, it is impossible for him to take a vacation.

Ms. Price Cargill clarified that the goal is to try to have a manager on duty at all times. Of course, all the managers take vacation. One assistant manager had taken two vacations which have interfered with Mr. Perkins being able to take a vacation.

Commissioner Gengler wanted to know who was in charge of approving vacation days.

Mr. Perkins stated that the individual had a vacation already scheduled when he accepted the promotion.

President Zaputil feels there needs to be more communication about having coverage for the managers and scheduling so that everybody gets the vacation days they are entitled to have.

MOVED BY COMMISSIONER TYSON TO TABLE THIS ITEM, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

c. Draft 2017 Budget - revenue focus

Commissioner Gengler stated that page 182 is the second draft of the 2017 budget and it is under review by the Finance Committee. Page 184 is the proposed budget and the last column are the totals.

Ms. Price Cargill said that the notes that are in yellow means are new in 2017. If the notes are purplish-blue that indicates a change from the last draft.

Commissioner Gengler said that one of the changes with the budget is the program fees.

Ms. Price Cargill is not comfortable with the revenue projections for swimming lessons.

Commissioner Gengler said the increase in that number was because of the desire to increase staffing.

President Zaputil said that can be discussed in Finance Committee; however, the reason was to enable the pool to give more swim lessons as the demand is higher than the pool can accommodate currently. Under expenses on page 188, there is a \$25,000 increase to instructor expense to, hopefully, fill the demand.

Commissioner Tyson said that in order to have a budget, the income has to be a known

number.

MOVED BY COMMISSIONER TYSON TO TABLE ITEM 6 C. THERE WAS NO SECOND. THE MOTION FAILED.

Commissioner Gengler feels that this is a discussion and more information will be needed as the budget moves forward.

President Zaputil said that the Finance Committee is working on the budget also, but wanted to hear what the board has to say about the changes that have been proposed.

Commissioner Tyson understands President Zaputil's point; however, he feels it is difficult to have a budget conversation without income information.

Commissioner Neuffer said that when she was preparing for this meeting, her thoughts were more towards what other revenue sources might be available for the pool to generate income beside the tax levy monies. She was thinking along the lines of raising the rates.

President Zaputil said that raising the rates as revenue income information is not available at this time. The Program Committee is working on this and will give their report at another meeting.

Commissioner Neuffer said she was thinking of other programs the pool could offer, for instance, Silver Sneakers or Employer Wellness Plans. She is unsure of the category those would fit in, but feels that may be another source of revenue for the pool.

Ms. Price Cargill and Mr. Perkins said it would fall under passes and general admission.

Commissioner Neuffer asked if the pool pushed kindergarten classes, would that show up under classes.

Mr. Perkins said that would be correct.

President Zaputil stated the one of the desires of the pool is to increase swim lessons.

Commissioner Gengler asked Mr. Perkins about the swim classes versus the budget for 2016. Looking at the numbers to date, it seems like it will be short of the goal.

Mr. Perkins feels the numbers he has in Rec 1 compared to the budget do not look like they are in alignment. Also, those numbers do not reflect the scholarships.

President Zaputil stated that she has looked at the numbers and the swim lessons are trending up.

Ms. Price Cargill said that she will consult with the bookkeeper to see exactly where

the scholarship numbers are reflected in QuickBooks and how to make them balance with what is in Rec 1.

Mr. Perkins is happy with the retail sales numbers and feels if the program fees could be adjusted, that would help the capacity issue which would raise revenue. He is going to raise the lifeguard certification class fees. He suggests looking at the rental fees and compare Tukwila's rates to other pools in the area. Another possibility is timing the swim lessons better to increase attendance.

d. Finance Committee Report & Request for Appointment

MOVED BY COMMISSIONER GENGLER TO APPOINT KRISTINE SELLECK TO REPRESENT TPAC ON THE FINANCE COMMITTEE, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

e. Board Self-Evaluation review

MOVED BY COMMISSIONER GENGLER TO TABLE ITEM 6E, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

EXECUTIVE SESSION

President Zaputil called for the board to recess into an Executive Session pursuant to TCW 42.30.110(g) starting at 9:05 p.m. to last no longer than ten (10) minutes.

President Zaputil reconvened the meeting at 9:16 p.m.


- f. Next TPMPD Board of Commissioners regular meeting is scheduled for Monday, October 10, 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 TYSON, SECONDED BY COMMISSIONER NEUFFER, TO ADJOURN THE MEETING AT 9:16 P.M. MOTION CARRIED (4-0).



President Zaputil, President of the Board of Commissioners

