

DRAFT TUKWILA POOL METROPOLITAN PARK DISTRICT

December 14, 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 Frangello-Anderson.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director

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

AGENDA APPROVAL

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

CITIZEN COMMENTS

There were no citizen comments

CONSENT AGENDA

- a. Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting November 14, 2016.
- b. Approve Voucher(s)

MOVED BY COMMISSIONER GENGLER TO APPROVE THE MINUTES FOR NOVEMBER 14, 2016 WITH AN AMENDMENT TO PAGE 12 CORRECTING THE ACRONYM "TMPD" TO "TPMPD", SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (4-0).

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO APPROVE THE VOUCHERS AS PRESENTED, SECONDED BY COMMISSIONER GENGLER.*

Commissioner Tyson objected to the late fee on the vouchers and therefore would vote against approval.

MOTION CARRIED (3-1) WITH COMMISSIONERS ZAPUTIL, GENGLER & FRANGELLO-ANDERSON VOTING "AYE" AND COMMISSIONER TYSON VOTING "NAY".

REPORTS

a. Commissioners

Commissioner Frangello-Anderson reported that the Ad Hoc Committee received many resumes in reference to the aquatics manager position opening and will be meeting again to review applicants.

Commissioner Gengler attended the Marketing Club Meeting. There is a promotion for swim lessons during winter break. There are more Finance Committee meetings on the calendar.

Commissioner Tyson observed that there is a charge for every minute of speech in the meetings.

President Zaputil also attended the Marketing Club meeting and the Finance Committee meeting. The Turkey Races were a success and reminded the board that Winter Fiesta is coming soon.

b. Executive Director

Ms. Price Cargill stated that in addition to her remarks in the report, finding a new aquatics manager is a priority. Ms. Price Cargill will be filling in here and there until a new aquatics manager is found.

President Zaputil asked members of the Hiring Committee if they felt there many qualified applicants. Ms. Price Cargill said that she is not certain as they have just started the process of reviewing the applications.

Commissioner Gengler asked if there was a backup plan to fill the position to ensure the work gets completed during the hiring process. Ms. Price Cargill stated that she will look into that possibility if needed.

Ms. Price Cargill stated that there have been two incidence and accident reports, but they were very minor. She emailed those out to the commissioners. There were some valuable ideas in the suggestion box and they will be researched.

There was a complaint about boys in the women's locker room, but the person did not leave any information so that this could be researched further. Children younger than five are allowed in the opposite sex's locker room when accompanied by an adult. There is also a family changing room; however, that room has no shower facility and it is important to get the chlorine off the skin after being in the pool.

Ms. Price Cargill said that there has been no movement on the ILA with the school district as yet, although conversations are ongoing.

Commissioner Tyson felt that the shower facility in the family locker room should be placed on the board's wish list for the pool.

c. Operations report

Ms. Price Cargill reported that there was a late opening on December 5, 2016; however, it was only about a fifteen-minute delay.

Commissioner Neuffer joined the meeting at 6:26 p.m.

d. Financial

Ms. Price Cargill stated the data entry for the payroll has to be changed to correctly reflect the different types of taxes withheld instead of one tax category. She said the other thing that needs correction is the way in which the revenue taxes were completed.

Ms. Price Cargill said that Kristine is correcting the King County monies to be accurately recorded, all the monies are accounted for and she is just putting all income in the proper accounts.

Commissioner Frangello-Anderson asked about some charges listed and Ms. Price Cargill stated those numbers were just totals, not separate charges.

Commissioner Frangello-Anderson noted that program fees are under what is budgeted, so that means income from lessons is down. Ms. Price Cargill agreed that was true; however, President Zaputil said that the board budgeted high in the hopes lessons would increase.

e. TPAC Report

Ms. Price Cargill reported for the TPAC president which stated that TPAC is excited about the signage and, in general, the mood was very upbeat. Commissioner Frangello-Anderson

noted that the TPAC team is great and are happy with the way things are getting done. The TPAC members are doing a lot of outreach to the community.

President Zaputil noted that TPAC member Jacque Carrol is an artist and she is very excited about an exterior mural on the building. Mr. and Mrs. Shipman have also agreed to assist and advise the executive director on training of staff.

Next TPAC meeting is on December 17, 2016 at TCC. Ms. Price Cargill said several passes were given out at the Spirit of Giving event.

Commissioner Tyson would appreciate a notation of who prepares the TPAC reports.

Commissioner Gengler noted for the record that the TPAC is a volunteer organization and is pleased with the reports.

BUSINESS ITEMS

a. TPAC Re-Appointments

President Zaputil announced that TPAC Position #4 and #5, which had been filled temporarily until December 31, 2016, and those people would like to be re-appointed and continue in those positions.

MOVED BY COMMISSIONER GENGLER TO RE-APPOINT SHARON SHIPMAN TO TPAC POSITION #4 WITH THE TERM ENDING DECEMBER 31, 2018 AND AARON SHIPMAN TO TPAC POSITION #5, WITH THE TERM ENDING DECEMBER 31, 2018 SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).

b. Ad-Hoc Committees

President Zaputil stated this first part is a housekeeping item to sunset several ad-hoc committees.

MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO SUNSET THE FOLLOWING AD-HOC COMMITTEES: DISTRICT ORGANIZATIONAL, EXECUTIVE DIRECTOR HIRING, EXECUTIVE DIRECTOR SCREENING, FACILITY TOUR, ADMINISTRATIVE DIRECTOR TRANSITION, COMMISSIONER APPOINTMENT PROCESS, AND LEAVE POLICY, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).

The second part of this is that the Program Committee would like to become a standing committee instead of an ad-hoc committee.

MOVED BY COMMISSIONER GENGLER TO MAKE THE PROGRAM COMMITTEE A STANDING COMMITTEE, SECONDED BY COMMISSIONER TYSON. *

Commissioner Gengler inquired about the difference between a standing committee and an ad-hoc committee.

Commissioner Neuffer explained that setting up programming is time consuming. When the Board feels the programming is the way they want it, this committee can also be retired or meet on an 'as needed' basis.

Commissioner Gengler feels that programming is an operation issue and not under the board's purview.

Commissioner Neuffer stated that the Programming Committee would be more of a reviewing committee and offer suggestions to operations about the running of the pool.

Ms. Price Cargill said that the Programming Committee would be made up of staff and citizens as well as board members.

Commissioner Gengler is concerned with the transparency of this committee and wonders if the two board members are volunteering or are they receiving a stipend.

Ms. Price Cargill stated that two board members are not required to be part of this committee; however, board members can participate if they chose. She feels this committee has been beneficial to the pool.

Commissioner Gengler agreed that the committee is valuable; her concern is setting up something that may cause friction between the board and operations.

President Zaputil stated that board members would not be given a stipend for being on this or any committee. Only regular meetings and the retreat carry stipends according to the current policies.

MOTION AMENDED BY COMMISSIONER NEUFFER TO REVIEW THE STATUS OF THE PROGRAM COMMITTEE IN ONE YEAR, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *AMENDED MOTION CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, NEUFFER, FRANGELLO-ANDERSON AND TYSON VOTING "AYE" AND COMMISSIONER GENGLER ABSTAINING.

c. BOC Meeting Schedule

President Zaputil introduced Resolution 2016-11 and called for a motion.

MOVED BY COMMISSIONER GENGLER TO ADOPT RESOLUTION 2016-11 SETTING THE BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2017, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).

d. Background Check Policy (revised)

Ms. Price Cargill introduced the updated policy and the only change is on Section 4.4, third bullet down, *eligibility to start*.

MOVED BY COMMISSIONER GENGLER TO ADOPT THE POLICY ON EMPLOYEE & VOLUNTEER BACKGROUND CHECKS AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

Commissioner Neuffer inquired if there is enough staff to ensure this policy can be performed on each new hire. Ms. Price Cargill said that a procedure is in place currently to ensure all the checks are carried out.

Commissioner Neuffer asked about the time line to accomplish these checks. Ms. Price Cargill said it is still a three to four-week process and the State Patrol is involved so the timeline is not under the control of the pool. The in-state background checks are immediate; it is the fingerprinting that takes time to process.

Commissioner Tyson asked how much the FBI is involved with the background checks. Ms. Price Cargill said the FBI is involved in the background checks through the fingerprint process and checks for criminal activity nationwide.

***MOTION CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, NEUFFER AND FRANGELLO-ANDERSON VOTING "AYE" AND COMMISSIONER TYSON VOTING "NAY".**

e. BOC Officer Selection

President Zaputil stated that according to the bylaws, the President and Clerk of the Board will be appointed annually at the last public meeting of the current year for the following year.

Commissioner Tyson and President Zaputil agreed that Commissioner Frangello-Anderson is an amazing person and will make an excellent President for the board.

MOVED BY COMMISSIONER GENGLER TO APPOINT COMMISSIONER FRANGELLO-ANDERSON AS PRESIDENT OF THE BOARD OF COMMISSIONERS BEGINNING JANUARY 1, 2017, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0).

MOVED BY COMMISSIONER GENGLER TO APPOINT COMMISSIONER NEUFFER AS CLERK OF THE BOARD OF COMMISSIONERS BEGINNING JANUARY 1, 2017, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

Commissioner Gengler thanked President Zaputil and Commissioner Frangello-Anderson for their service this past year and is excited for the new leadership.

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

f. 2017 Revised Wage Schedule

Ms. Price Cargill stated that the Finance Committee did an incredible job with the wage schedule.

Commissioner Gengler said the easiest way to look at the schedule is by color. The colors and wages for each position are color coded.

Ms. Price Cargill stated that each employee is at a certain level and those levels will remain the same going into 2017. Then, as employees achieve a new level, the pay will increase as per the new schedule. The schedule will follow the 2017 wage guidelines and the schedule covers 2017 through 2020.

Commissioner Neuffer inquired if the staff had knowledge of this new wage schedule. Ms. Price Cargill said as far as she was aware, staff does not know of the changes yet.

Commissioner Tyson does not agree with entrusting lives to people receiving minimum wage. President Zaputil noted for the record that the board is recommending managers be on duty on all shifts. These managers will be adults and will be earning above minimum wage.

MOVED BY COMMISSIONER GENGLER TO ACCEPT THE 2017 TPMPD SALARY & WAGE SCHEDULE AS PRESENTED TO GO INTO EFFECT JANUARY 1, 2017, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

The board had a discussion about wages and responsibilities for the employees to ensure safety for the customers.

***MOTION CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, FRANGELLO-ANDERSON AND NEUFFER VOTING "AYE" AND COMMISSIONER TYSON VOTING "NAY".**

g. 2016-12 Budget Resolution

President Zaputil introduced the budget resolutions as a continued conversation from the previous meeting. Starting on page 83 of the packet, there are some significant changes in some line items.

Ms. Price Cargill stated that the changes in the budget were partially based on the wage schedule being approved and to increase the level of coverage and safety. On page 94 in the packet, there are columns highlighted in red which reflect the wage adjustments and input

from the Interim Aquatics Manager about meeting minimum safety standards. Two lifeguards are needed to be on duty for any number of customers in the pool up to twenty-five. The former manager commonly scheduled a single guard which does not meet standards. This has since changed to be certain two lifeguards are on duty which has made it difficult to keep the schedule filled. More lifeguard classes are being scheduled to bring on more staff.

President Zaputil felt it was important that the board hear the details of how this difference in staffing wages occurred.

Ms. Price Cargill said that the end result of this shortage will not bring the budget into the red as there is some surplus to cover and the budget will remain balanced.

Commissioner Gengler asked about the numbers from the 2016 budget and the percentage of budget overrun on staffing.

Ms. Price Cargill said that budget was based on information provided by the former Aquatics Manager.

Commissioner Gengler asked if the numbers are firm on the staff wages based on the correct scheduling of employees now, and if the manager also expected to be a lifeguard while on duty.

Ms. Price Cargill said the Assistant Manager is to be a lifeguard while on duty along with the second lifeguard. The Aquatics Manager is not expected to guard while he/she is on duty.

Commissioner Gengler asked about the percentage of time the pool is running with just one lifeguard. Ms. Price Cargill stated that the goal is for there to never be just one lifeguard from now on, but does not have the percentage of time when that happened before with the former Aquatics Manager.

President Zaputil stated that the numbers in this budget are the correct numbers and the former operators of the pool did not staff the facility correctly either.

Commissioner Tyson understood that the Executive Director was to overview the operations of the pool.

President Zaputil said that part of the responsibilities of the Executive Director are to oversee the operations of the pool and ensure that the Aquatics Manager is held to the proper standards; however, the Aquatics Manager is the specialist in charge of running the pool. The Executive Director role is not one of pool manager and that is why there are the two separate positions.

Ms. Price Cargill shared her frustration at not knowing the extent to which proper standards and ratios needed for the safety of the patrons were not being followed. This is a basic part of the manager job and the information given to the Executive Director from that person was trusted at that time because there was no indication that it should not be.

President Zaputil said that now there is an opportunity for the pool to move forward and be certain these rules are followed.

Commissioner Gengler encourages the incoming President to make this operation issue part of the retreat. The board should be aware of what the operations side is doing and of possible financial impacts. The board has a responsibility to the community to ensure that the pool is run safely and efficiently.

Ms. Price Cargill feels comfortable going forward with the budget numbers as listed currently.

MOVED BY COMMISSIONER GENGLER TO ADOPT RESOLUTION 2016-12 ON THE 2017 BUDGET AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. *

President Zaputil said that the executive director's merit increase is not included in this budget; however, it was already approved in the wage schedule.

Commissioner Gengler stated that the budget also does not include things that were discussed tonight such as a shower facility in the family locker room or noise abatement. She is concerned about the wish list becoming larger and things not being completed.

President Zaputil said that there was proposal from a Girl Scout to work on the external sign. TPAC has shown interest in the signage also. This should be a priority because it will help with exposure and should be included in the budget.

Commissioner Tyson also feels the sign should be a priority, but is concerned about the messages scrolling across the sign that could cause drivers to divert their eyes from the road which could be a high safety concern.

President Zaputil agreed with Commissioner Tyson; however, putting it in the budget was about setting the priorities and not approval for a particular type of sign. The board will need to approve anything that would be done.

Commissioner Gengler is concerned that the wage schedule was approved by the board before the information was brought out about the Executive Director receiving incorrect information for budgeting purposes.

President Zaputil stated that all wage increases are based on performance reviews, which the incoming president will be conducting. The wage increases are not automatic.

i. MOVED BY COMMISSIONER FRANGELLO-ANDERSON TO AMEND THE BUDGET TO ADD \$7,500 FOR AN EXTERNAL SIGN, SECONDED BY COMMISSIONER TYSON. §

Commissioner Gengler feels the budget limit is too low and very limiting. She feels \$15,000 would be a more reasonable figure.

§MOTION TO AMEND FAILS (2-2) WITH COMMISSIONERS TYSON AND FRANGELLO-ANDERSON VOTING “AYE” AND COMMISSIONERS NEUFFER AND GENGLER VOTING “NAY” AND COMMISSIONER ZAPUTIL ABSTAINING.

ii. MOVED BY COMMISSIONER GENGLER TO AMEND THE BUDGET TO ADD \$15,000 FOR AN EXTERNAL SIGN, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. §

Commissioner Gengler said not all the funds have to be spent, but it does give more options. The board could elect to have a lit monument sign and not have a scrolling sign, but still bring attention to the pool.

Commissioner Neuffer agrees with the amount with the understanding that may be more money than needed.

Ms. Price Cargill stated that she has had one bid for a sign that had all the bells and whistles and that was \$15,000 without the installation.

Commissioner Gengler thinks there should be more information gathered about sign options and research into what other pools have done.

§MOTION TO AMEND CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, NEUFFER AND FRANGELLO-ANDERSON VOTING “AYE” AND COMMISSIONER TYSON VOTING “NAY”.

iii. MOVED BY COMMISSIONER NEUFFER TO AMEND THE BUDGET TO ADD AN ADDITIONAL \$3,000 FOR STAFF TRAINING (TOTALING \$4,500) SECONDED BY COMMISSIONER GENGLER. §

President Zaputil asked if this amount would get the staff training desired.

Ms. Price Cargill felt this amount was enough, it may be less, but the budgeted amount would be adequate for the needs.

§MOTION TO AMEND CARRIED (5-0).

iv. MOVED BY COMMISSIONER GENGLER TO AMEND THE BUDGET TO ADD \$3,200 FOR MARKETING SERVICES, SECONDED BY COMMISSIONER NEUFFER. §

Commissioner Gengler feels investing in the marketing budget would allow the pool to hire an outside source to help increase the income and so it would actually become a budget neutral category.

The board had a discussion of what the marketing club does and can they help with this if they had some funding.

MOVED BY COMMISSIONER TYSON TO AMEND THE AMENDMENT RAISING THE AMOUNT TO \$4,000, SECONDED BY COMMISSIONER GENGLER. MOTION TO AMEND THE AMENDMENT CARRIED (4-1) WITH COMMISSIONERS ZAPUTIL, GENGLER, NEUFFER, AND TYSON VOTING "AYE" AND COMMISSIONER FRANGELLO-ANDERSON VOTING "NAY". §AMENDED MOTION TO AMEND CARRIED (5-0).

v. MOVED BY COMMISSIONER NEUFFER TO SET ASIDE \$3,000 TO ADD A NOISE ABATEMENT ALLOCATION TO THE CIP, SECONDED BY COMMISSIONER GENGLER. §

Commissioner Neuffer feels like noise abatement should be a priority in the budget because it is important to the comfort of the patrons.

President Zaputil pointed out that allocating the money to the CIP budget does not mean it is money spent; just the money is being earmarked for this issue.

MOVED BY COMMISSIONER TYSON TO AMEND THE AMENDMENT INCREASING THE AMOUNT TO \$5,000, SECONDED BY COMMISSIONER GENGLER. MOTION TO AMEND THE AMENDMENT CARRIED (5-0). §AMENDED MOTION TO AMEND CARRIED (5-0).

vi. MOVED BY COMMISSIONER GENGLER TO AMEND THE BUDGET TO ADD \$2,500 FOR LANDSCAPING SERVICES, SECONDED BY COMMISSIONER NEUFFER. §

Commissioner Gengler said the reason she asked for this is because when the outside sign, whatever that may end up being, is installed, it would be a good idea to have some funds set aside for possible landscaping around the sign.

Commissioner Tyson thinks the landscaping issue should be worked out with the school district first before adding this to the budget.

Commissioner Neuffer feels that amount would not be enough to cover this service and would agree with Commissioner Tyson to not add this to the budget.

Commissioner Gengler is concerned about the grounds looking nice and inviting. She feels it is a better idea to have this in the budget than not in case volunteer hours are not available.

President Zaputil appreciates what Commissioner Gengler is saying regarding having something in the budget in case it is needed.

§MOTION TO AMEND FAILED (1-4) WITH COMMISSIONER GENGLER VOTING “AYE” AND COMMISSIONERS FRANGELLO-ANDERSON, ZAPUTIL, NEUFFER AND TYSON VOTING “NAY”.

vii. MOVED BY COMMISSIONER NEUFFER TO ADD \$1,674 TO THE BUDGET FOR AN EXECUTIVE DIRECTOR SALARY AND BENEFITS INCREASE, SECONDED BY COMMISSIONER TYSON. MOTION TO AMEND CARRIED (4-1) WITH COMMISSIONER GENGLER ABSTAINING.

viii. MOVED BY COMMISSIONER TYSON TO INCREASE THE CIP BUDGET TRANSFER FROM \$80,000 TO \$85,000, SECONDED BY COMMISSIONER NEUFFER. MOTION TO AMEND CARRIED (5-0).

*** MOTION TO ADOPT RESOLUTION 2016-12 AS AMENDED CARRIED (5-0).**

h. Contract Renewals

Ms. Price Cargill stated that she received a letter from GDM with some changes to the address of the firm, a change of staff connection with the pool and an updated annual estimate. She also stated that on the Snure Law Offices contract there is an increase in fees.

Commissioner Tyson asked about the history of choosing GDM and Snure Law Offices. President Zaputil said that Mr. Snure has experience with smaller park districts. The accounting firm was chosen by the Budget Committee two years ago, where they had a vetting process and GDM has experience in fund financing.

Commissioner Gengler feels the content of GDM Financial Services' written contact is not as professional as she would like to see. She would like to make sure the services being stated are being provided.

President Zaputil said that the intentions of these contracts are mostly for the park district's budgeting process.

MOVED BY COMMISSIONER GENGLER TO APPROVE THE UPDATED GDM PRIVATE FINANCIAL SERVICES CONTRACT, THE SNURE LAW OFFICES CONTRACT AND THE LADY OF LETTERS CONTRACT AS PRESENTED, SECONDED BY COMMISSIONER FRANGELLO-ANDERSON. MOTION CARRIED (5-0).


MISCELLANEOUS

Commissioner Gengler would like to have the board vote each month on whether or not any special meetings coming up that month would be eligible for a stipend.

Commissioner Tyson would like to have a discussion next month about that policy.

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER, SECONDED BY COMMISSIONER TYSON TO ADJOURN AT 8:54 P.M. MOTION CARRIED (5-0).



Christine Neuffer, Clerk of the Board of Commissioners