

DRAFT TUKWILA POOL METROPOLITAN PARK DISTRICT

January 9, 2017

6:00 p.m.

Valley View Sewer District Conference Room

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

President of the Board: Frangello-Anderson called the meeting to order at 6:05 p.m. The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director

AGENDA APPROVAL

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).

CITIZEN COMMENTS

There were no citizen comments

CONSENT AGENDA

- a. Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting December 12, 2016.
- b. Approve Voucher(s)

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE MINUTES FOR DECEMBER 12, 2016 AS PRESENTED, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE VOUCHERS AS PRESENTED, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED. (5-0).

REPORTS

a. Commissioners

Commissioner Zaputil reported that she attended the Finance Committee meeting and the report is included in the packet. She also attended the Fiesta Event, which was fun, and reminded the board of the Luau Event on Saturday January 21, 2017.

Commissioner Gengler met the new Assistant Aquatics Manager, Courtney at the Marketing Club meeting. She also attended the Finance Committee meeting with Commissioner Zaputil.

Commissioner Neuffer announced that the Tukwila School District is having a meeting on January 19th, at Foster High School concerning the construction project. This meeting could have some effect on the TPMPD.

President Frangello-Anderson also had the opportunity to meet the new assistant aquatics manager.

b. Executive Director

Ms. Price Cargill reported that a new assistant aquatics manager had been hired and she is already on the job. The Ad-Hoc Hiring Committee decided to re-post the position for an aquatics manager and has received more than 20 resumes; however, very few had the appropriate experience in aquatics.

Commissioner Neuffer wondered if this position was advertised through the colleges that teach aquatics management. Ms. Price Cargill stated that she was unsure if those schools were contacted and she will check into advertising there.

A tentative meeting has been scheduled with the Tukwila School District for January 17, 2017, but a board member will need to be in attendance, volunteers were requested.


Commissioner Zaputil is concerned that the second semester is about to begin and this would be the last meeting to discuss the agreement beforehand without a special meeting. The first semester would be covered because the pool received services from the school district in exchange for the pool time. However; without an equitable agreement with the district, the board would be in violation of the RCWs.

Commissioner Gengler asked Commissioner Zaputil for some clarification on her concern for the second semester.

Commissioner Zaputil explained that the only services the pool is receiving from the school district is mowing of the grass. That could cover half of the cost for the use of the pool; however, this is still inequitable. The pool was requesting to be a relieved of

the lease, but that has already been paid by the district, so that leaves an inequity for the rest of 2016/2017 school year.

Ms. Price Cargill added the lifeguard class is scheduled to begin the second semester that will be taught by the pool staff. There has been verbal communication with the school district that they will pay for the pool staff's teaching time; however, it is not in writing.

President Frangello-Anderson stated that the agreement ~~on payment for the wages~~ needs to be in written form along with, possibly, a rental contract if the board agrees with that. 

Commissioner Tyson feels these classes should not be given due to the lack of communication from the school district.

Commissioner Gengler disagrees with Commissioner Tyson. She admits that from the board's perspective, it could appear that the school district has not focused on this issue. She feels stopping the classes would interfere in the relationship the pool district has been working on with the school district for many months and would not serve the board or the community well.

Commissioner Tyson feels that the legal advice given by the pool's attorney should be followed or the pool could be held liable. He feels the pool is being taken advantage of and the pool district has acted in good faith. This issue could become an audit point among other things.

Commissioner Zaputil does not want to pull the plug on the classes either; however, the TPMPD must act within the law. She wants to get a lease or rental agreement with the school district and would like to know what is the best way to proceed.

Commissioner Neuffer asked about the school district meeting on January 17th and who from the district will be there that has authority to make decisions. Also, she would like to know which school district administrator will be attending the same meeting.

Ms. Price Cargill stated that she will be at the meeting and it is her understanding that the meeting will be with Dr. Berry. Also, there will be lifeguards on duty during the classes which will cover the pool for liability. To Commissioner Tyson's point, where the district would be vulnerable would be if the state came in for an audit. However, she feels that if this came up in an audit, the result would most likely be a letter to the district pointing out the problem with a warning to get this issue corrected.

Commissioner Tyson would like to see more planning as opposed to reacting to situations that come up.

Commissioner Gengler has said from the beginning that the TPMPD has to be proactive with the school district to get a written agreement with the pool; however, the school district is facing many challenges at this time and the pool agreement is not high on the priorities list. Informing the school district that lessons could stop may get their attention, but could also harm the relationship between the pool and the school district. In her opinion, this is not the best practice at this point. She suggests that a letter be drafted from the board and sent to the superintendent.

Commissioner Tyson feels the school district has had ample time to respond to the board and does not want to extend the program further.

Commissioner Neuffer thinks perhaps a deadline issued to the school district would help facilitate getting the necessary paperwork completed and preserve the relationship between the two entities.

Ms. Price Cargill stated that the deadline proposed by the school district was end of year 2016 and yet no agreement has been drafted.

Commissioner Gengler feels laying blame is counterproductive and a plan to move forward needs to be formulated to deal with the situation.

Commissioner Zaputil wants to give the Executive Director clear direction as to what the boards' expectations are going forward. She wants to support swimming with the schools. Perhaps the board needs to make this issue urgent to the school board and set a true deadline.

Commissioner Gengler feels a letter, outlining a meeting date, needs to be sent out to several people in the school district with decision making ability inviting them to said meeting to let them know this issue needs to be resolved by a certain deadline. Then make sure a commissioner follows up and obtains assurances that people with the ability to make decisions will be attending the meeting.

Ms. Price Cargill agrees a letter could be helpful. She has made it abundantly clear to the school district representative how important this decision is to this board.

Commissioner Neuffer feels getting this issue on the school board's agenda could be the key to getting this issue moving forward and approved.

Commissioner Gengler said that the next meeting of the school district is tomorrow, but this board could send a commissioner to speak up about this issue during public comments and then follow through to bring the issue to the next school district agenda.

President Frangello-Anderson feels that this matter needs to be escalated to higher ups in the school board administration.

Commissioner Zaputil would be in support of sending a letter to the school district expressing how very important this is and how it needs to be resolved by a set deadline in order to avoid possible termination of the classes. She is also in support of a special meeting of this board soon after the January 17th school board meeting because the board will have more information at that time.

Commissioner Gengler volunteered to draft a letter to the school district explaining how very vital this issue is and expressing the deadline to get this resolved in the best interest of the Park District Pool and the students who want to continue classes. She will circulate the draft letter to the commissioners who can edit and refine it. Then when the letter is complete and signed off, she will make sure it gets delivered to the appropriate people in the school district.

President Frangello-Anderson said that time is of the essence. Then, if there is no communication from the school district, a special meeting of this board may have to be called.

The board discussed several individuals they know in the school district and will contact them to see if they have more insight into what else the board can do to get this issue resolved with the school district.

President Frangello-Anderson will receive the letter from Commissioner Gengler and ensure its delivery to the school district before January 17th.

c. Pool Operations

Ms. Price Cargill's report included the closures of the pool. These are not unusual and are generally for health and safety reasons.

President Frangello-Anderson asked about the process of notifying the public and the board of any pool closures.

Ms. Price Cargill said at this time, there is no process for notifying the public; however, she will be happy to notify the Board in future.

Commissioner Gengler asked if the security logs report when the doors are open and when they are closed.

Ms. Price Cargill reported that she has not seen a security log and does not know what information they contain.

Commissioner Gengler asked Commissioner Zaputil in her experience with security, what the security logs might reveal.

Commissioner Zaputil said that what the alarm codes do is inform the contact person if the door is open or did not close within the set parameters, but will not contact anyone should anything happen outside those parameters. Updated alarm systems can give reports of who opened and closed the doors as everyone has their own passcode.

Commissioner Gengler feels that the alarms should go to the aquatics manager and the Executive Director.

Ms. Price Cargill has made that change with the alarm company. In certain cases, the pool may close due to unforeseen issues and may not necessarily alarm the door because work is going on to fix whatever issues caused the closure so this would not set off a code to the alarm company to notify anyone about the closure.

Commissioner Gengler suggested several ways to alert the public when maintenance or weather related issues cause the pool to close such as recorded messages on the phone, Facebook postings, etc.

Commissioner Tyson feels most people would not go to a web page to see if the pool was open during its scheduled open times. There needs to be an operation plan to take care of salting down the walkway and stairs during snow and ice situations. Another safety plan is to have an earthquake procedure to follow.

Commissioner Neuffer thinks there is an operations manual already, but it may need updating and some additions such as what to do in inclement weather, etc. The entire manual should be reviewed and updated.

Commissioner Gengler feels if there is a prediction for snow, there should be a sign on the door the night before the storm is due that says “we may be closed due to snow.” Then if it does not snow, take it down the next morning when opening the pool.

Commissioner Neuffer says the school district issues inclement weather updates on the website and that lists other sites to access to see what other businesses or programs are effected. Also, the pool updates the phone message and puts the information on the website and Facebook page.

Ms. Price Cargill feels that once the aquatics manager is hired and in place, they would know better how to handle these types of situations. During the last snow event, she discussed the situation with President Frangello-Anderson and the decision was made to close. The information was posted on the website and the Facebook page.

Commissioner Zaputil asked how many students took advantage of the 20% lesson discount offer that was distributed at the last special event. Ms. Price Cargill replied that no one had taken advantage of the offer.

Commissioner Zaputil noted that swim lessons were trending down and asked if there was a known reason why that was happening.

Ms. Price Cargill was not aware of why this was happening.

d. Financial

Ms. Price Cargill reported there were several areas to be cleaned up in the report and the bookkeeper has been painstakingly going through the records and recoding transactions that were done improperly to get a clear financial picture. She assured the board that all the money is accounted for, it is just coding that needed to be cleaned up.

The rental income is also being researched and accounted for to make sure the proper rents were paid by the parties renting the pool.

Commissioner Neuffer asked about a timeline for that process to be completed. Ms. Price Cargill said that they cleaned up the books and the calendar in Rec 1 to find the correct information to bill properly. She feels that this will be completed by the end of January.

President Frangello-Anderson asked if Kennedy and White Water were current in their rents and Ms. Price Cargill stated they were not up-to-date. Ms. Price Cargill does not have the full amount those parties owe at this time; however, they have been notified that they are in arrears.

President Frangello-Anderson noted that there were three credit card charges that were also present on last month's credit card report.

Ms. Price Cargill said that is due to the report date, they were not actually charged twice.

Commissioner Gengler said on page 27, there were no short-term rentals noted for December 2016. On page 30, there are employee purchases, could those be reported separate and have the POS item read *nuts-employee*.

Ms. Price Cargill said she will look into that possibility.

Commissioner Gengler asked if swim lessons would be on a POS report and Ms. Price Cargill stated they would not be shown here.

The board discussed several items on the report and what they represented.

Commissioner Gengler would like to have fund raising reports on a separate report for marketing purposes. She is also concerned about the pool salaries and wages are at

96.58% of the budget. Her understanding is that the pool was not adequately staffed for a period of time.

Ms. Price Cargill said it is really two issues; one was inadequate staffing, but also, inadequate planning. The former aquatics manager was providing the rock bottom costs which were unrealistic and that wasn't clear until she ran the numbers herself.

Commissioner Gengler asked about staff benefits that are over budget and would like to know why that is happening.

Ms. Price Cargill replied that when this budget was developed in 2015, the historical data for L&I and employment taxes were not available. The new budget has the proper data.

Commissioner Zaputil asked if the extra \$30,000 had been transferred to the CIP fund. The transfers are not showing in this report.

Ms. Price Cargill stated that those transfers have not happened at this point, but she will make sure the transfers will be made.

e. TPAC Report

The report is the packet along with the Financial Committee report.

EXECUTIVE SESSION

At 7:23 p.m. President Frangello-Anderson called for an executive session for 15 minutes per R.C.W. 42.30.110(g) to review the performance of a public employee. The session was extended by 10 minutes and ended at 7:50 p.m. President Frangello-Anderson called the meeting back to order at 7:50 p.m.

BUSINESS ITEMS

a. Formation of an ED Performance Review Committee

Shall the TPMPD form a committee to create a process for evaluating the Executive Director?

Commissioner Zaputil asked for the timeline and expectations of the committee.

President Frangello-Anderson would like the committee to report back to her before the February meeting.

Commissioner Gengler asked if the committee is charged with developing the process for the review such as creating a form for the president to use during the review.

President Frangello-Anderson said that it is the committees' task as to how this process will function whether it is talking to each commissioner or getting feedback from the board.

Commissioner Gengler is understanding that if the board reviews the performance review and approves it, the review would be public knowledge before the Executive Director has seen the review.

Commissioner Zaputil stated that the actual performance review would happen in executive session and therefore, would not be public knowledge. However; approval of merit increases would be done during regular meetings and would be public knowledge.

Commissioner Tyson summed up that the Executive Director's report card, so to speak, would not be public knowledge.

Commissioner Neuffer noted that the attorney should review the process before it is used to ensure the employee is protected.

MOVED BY COMMISSIONER GENGLER TO FORM AN AD HOC COMMITTEE WHOSE PURPOSE IS TO CREATE A PROCESS FOR EVALUATING THE EXECUTIVE DIRECTOR, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (5-0).

Commissioner Zaputil nominated President Frangello-Anderson to be part of the committee, seconded by Commissioner Gengler. Commissioner Zaputil nominated Commissioner Gengler seconded by Commissioner Tyson. The committee will consist of President Frangello-Anderson and Commissioner Gengler.

MOVED BY COMMISSIONER ZAPUTIL TO CHANGE THE WORDING OF THE PERFORMANCE REVIEW SECTION OF THE EXECUTIVE DIRECTOR'S JOB DESCRIPTION TO READ: "ANNUAL PERFORMANCE REVIEW DONE BY THE PRESIDENT OF THE BOARD, AND APPROVED BY THE BOARD, NO LATER THAN 30 DAYS AFTER THE HIRING ANNIVERSARY DATE. ANY MERIT INCREASES APPROVED SHALL BE RETROACTIVE TO THE HIRING ANNIVERSARY DATE." SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).

b. Formation of an Ad Hoc Exterior Sign Committee

President Frangello-Anderson read "Shall the TPMPD form an Ad Hoc committee for the exterior sign." The history on the sign was a Girl Scout had approached the pool with a plan to help put up an exterior sign for the pool and thus, earning her gold award. The

2017 budget has funds for an exterior sign, so this committee would research and provide information about signage.

Ms. Price Cargill stated that it is not necessary that a board member be on this committee and TPAC is also volunteering to help.

MOVED BY COMMISSIONER ZAPUTIL TO FORM AN AD HOC EXTERIOR SIGN COMMITTEE, SECONDED BY COMMISSIONER TYSON. MOTION WITHDRAWN.

Commissioner Zaputil asked about the time line for this committee and Ms. Price Cargill feels the committee will have to have two or three meetings to make a decision and present recommendations to the board. The board will have the final approval on any signage.

Commissioner Neuffer thinks the deadline should be second quarter, which is April, as it will take some time to get all the information gathered and create a proposal for the board.

President Frangello-Anderson feels this item should be handed over to TPAC since they already have an interest in the signs.

Commissioner Zaputil understands this committee will be doing the research and preparing proposals for the board to consider and possibly approve. She feels the board should ask TPAC if they are willing to take this on as a project before handing over to them without their input.

MOVED BY COMMISSIONER TYSON TO TABLE THIS ITEM TO THE NEXT MEETING, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (5-0).

c. Resolution revising BOC Meeting Location.

President Frangello-Anderson read the resolution to revising the board committee meeting location.

Commissioner Tyson was hoping the board would have a meeting place provided by the school district.

President Frangello-Anderson said that has not happened yet, so Resolution 2017-01 has to be in place.

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE RESOLUTION 2017-01 REGARDING THE TPMPD BOARD OF COMMISSIONERS' MONTHLY MEETING LOCATION, SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).

MISCELLANEOUS

Commissioner Gengler stated that the Metropolitan Park District is a member of WCIA. Each commissioner can create a log in at the WCIA website which will allow access their training and register for classes.

Commissioner Zaputil commented that there are many classes listed that would be helpful for all board members to attend online. Ms. Price Cargill has the administration password.

Commissioner Tyson would like to see the insurance policy for the pool to confirm that all members are insured for errors and omissions. Ms. Price Cargill stated that all commissioners are covered under the policy.

Commissioner Tyson asked about the limits of that insurance and Ms. Price Cargill said the limit is \$20 million per incident.

The board requested that Ms. Price Cargill email a copy of the entire insurance policy to each member.

Commissioner Neuffer would like to put employee/staff appreciation on the calendar for the year. Also, she would like to discuss the possibility of meeting more than once a month as there are multiple committees. She feels the board is reaching critical mass where more meetings may be needed. Of course, that need would have to be articulated to the tax payer and what would be the advantage of more meetings.

ADJOURNMENT

MOVED BY COMMISSIONER TYSON, SECONDED BY COMMISSIONER GENGLER TO ADJOURN AT 8:24 P.M. MOTION CARRIED (5-0).



Christine Neuffer, Clerk of the Board of Commissioners

