

DRAFT SPECIAL TUKWILA POOL METROPOLITAN PARK DISTRICT

June 5, 2017

6:00 p.m.

Boulevard Park Library, 12015 Roseberg Ave S., Seattle WA 98168

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

President of the Board: President Frangello-Anderson called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

President Frangello-Anderson read the mission into the record as recorded below:

TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and Staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Gengler and Zaputil

MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER NEUFFER FROM THE MEETING, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).

President Frangello-Anderson read a letter to the president from Commissioner Tyson dated June 1, 2017. *It is due to the majority of the board failed to share my caution in dealings with the Tukwila School District even after legal counsel confirmed commission was in violation of RCW per my advice that I am resigning from my position as commissioner effective 12:01 a.m. June 2, 2017. Regretfully, Charles R. Tyson.*

MOTIONED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA, SECOND BY COMMISSIONER GENGLER. MOTION CARRIED (3-0).

AGENDA

- District Administrator Job Description
- District Administrator Hiring Process

President Frangello-Anderson read Commissioner Neuffer's notes that were received via email. Her thoughts were that she *reviewed the prior executive director position and compared it to the proposed administrative director position; hourly versus salary. If this position is going to be hourly, then there needs to be some accountability for overtime. Who will this person go to the obtain to approval to work overtime? How will the benefits plan work for an hourly position, for example, 15% of the hourly rate, but is not accrued under overtime. Keep in mind that the person will be paid \$25 an hour to attend various meetings and that will be part of their regular hours. This position will not have hiring/separation authority. These are questions. Under duties, by reading this it is my understanding that the board will be responsible for policy work, to what degree will the position be involved with policy work? Does this person really have budget oversight responsibility? Who will be the PIO for the district, the president as appointed or the aquatics manager? Who will be community liaisons, the president as appointed or the aquatics manager? Who will work with the lawyer, the president or the aquatics manager? Who does HR with personnel matters, the aquatics manager? Does legal counsel need to review the position description? Does he think anything was missed? Thanks for your consideration of my thoughts, Christine.*

Commissioner Gengler pointed out that in order for this position to be eligible for overtime they would have to work forty hours a week.

Commissioner Zaputil is not certain if Commissioner Neuffer's thinking that anything over twenty to twenty-five hours is overtime. That gives rise to the question who would the person go to get permission to work more hours. She would imagine that would be the president because the board is going to be overseeing this position.

President Frangello-Anderson and Commissioner Gengler agreed, that was their thinking also on this question. Another question is about the benefits plan for working hourly.

Commissioner Zaputil said that hourly workers are not paid benefits on the overtime hours. That will be part of the wage scale policy.

Commissioner Gengler stated that the district pays 15% of the hourly rate for benefits; however, not on overtime hours.

President Frangello-Anderson said that would need to be tracked.

Commissioner Zaputil said Paychex is a log in system. How are benefits set up in Paychex to account for those items? Commissioner Zaputil explained that it was set up when the system was installed initially.

Commissioner Gengler thinks Ms. Simpson does not clock in and out, she is exempt and a forty hour a week employee. Commissioner Zaputil said that is correct, but the position being discussed is a part-time position. Commissioner Gengler asked if this person is working off site, how would they check in to get their hours to Paychex. President Frangello-Anderson thinks she remembered Ms. Price Cargill stating employees have to be on site to clock in.

Commissioner Gengler feels since this person is not exempt, that before their hours are entered, President Frangello-Anderson can authorize the hours worked each week.

Commissioner Zaputil said the next question in Commissioner Neuffer's letter is does this person have hiring/firing power? The answer is that they would not have sole power, but could work together with the aquatics manager on items like staff changes. The change will be made to the job description to make this clear; however, this applies only for hiring the bookkeeper position.

President Frangello-Anderson said the board understands that this position will be paid at the regular rate for attending meetings and those hours will be included in their overall hours. The next question is to what degree will this position be involved in policy work? The board creates the policy. Commissioner Zaputil feels that if this person notices something in the policies that needs updating, they will bring that to the board. The aquatics manager is also doing policy guidance for the board. The board would be involved in creating policy, but the need for a new policy or updating would come from this position or the aquatics manager.

Commissioner Gengler stated that portion of the job description should be changed to say *and guidance including policies and related procedures*. There is an expectation that this person would bring any policy issues to the board.

Commissioner Zaputil asked if this person have oversight and budget responsibilities? Commissioner Gengler stated that she saw this position as more of an oversight of the budget, not having responsibilities for any budget but their own. If they see something in the budget that could cause an issue, they would bring to the board's attention.

Commissioner Zaputil agrees with Commissioner Gengler, this person will have eyes on the budget and would need to alert the board if the budget is begin exceeded. The aquatics manager will be doing the same thing, but ultimately, this position's focus is more financial. President Frangello-Anderson feels that is stated clearly in the job description.

Commissioner Gengler, in looking at the first bullet under the budget and finance in the job description, *assists the aquatics manager as requested in developing and preparing the annual operational budget*. She feels that should be the end of the sentence and the next item becomes its own bullet. *Develop and prepare district related areas of budget and any budget amendments for board approval during all necessary filings*. The board might consider having it read *develop and prepare district related areas of budget* as its own bullet and then have *prepare any budget amendments for board approval during all necessary filings*. She feels that in the first bullet, it says operational budget and then in the next bullet it says district budget, but it should possibly read the entire district, operational and district. She proposes that it reads

audit and review operational and district areas of the budget to maintain, whatever sounds right. She does not feel oversight is the proper word, because oversight is the board's job, this person's job is to audit and review *and bring to the board any operational or district* whatever to finish the sentence.

Commissioner Gengler likes that except for if district is used, she feels it needs to say *operational and district*. She felt that operational and district related could be put in there in parenthesis.

Commissioner Zaputil stated the final edit as *audit, review and provide guidance to the board to ensure all aspects (operational and district related) operate within the approved annual budget*. The board agreed to this correction. These bullets should be arranged in priority levels.

President Frangello-Anderson said next on the list of questions submitted by Commissioner Neuffer is who will be the public information officer for the district. Commissioner Zaputil feels Commissioner Neuffer is asking that because the board has to designate a public information officer for the district and a staff member would be appointed in the position. That person must be trained within ninety days in the PIO functions. Commissioner Gengler said that should be on the job description.

President Frangello-Anderson asked where that duty would be listed. Commissioner Zaputil said it would be under knowledge and education. Commissioner Gengler feels knowledge and education speaks to their qualifications. The word administrative is used in the job description, that should include record keeping. Commissioner Zaputil responded that part of the job is record keeping and Commissioner Gengler recommended that it say administrative and records.

Commissioner Zaputil said it could go under administrative to read *develop and oversee the district records management consistent with Washington State Access to Public Records requirements including all necessary trainings*.

Commissioner Gengler stated that the weight of that position is diminished by having it under administrative. Commissioner Zaputil said it should go under the district portion and read *be the public information officer for the district and maintain all necessary trainings*. The board agreed.

President Frangello-Anderson said the next point is who will be the community liaison? Commissioner Zaputil said that was in the executive director job description. Commissioner Gengler stated if the public wants to come and speak with operations, then refer them to the aquatics manager. Commissioner Zaputil said yes, it is a delineation of duties. If it is about district items like meetings, then this position would be the community liaison.

President Frangello-Anderson said the next item is who will work with the lawyer? She feels it should be the president. Commissioner Gengler feels the same way, unless the president wants input from other commissioners or staff. Commissioner Zaputil thinks that it should be the president and this position should work closely under the supervision of the president. One of

the points of this position is to perform work that would save the board money that would be spent on attorney fees. They will draft and review contracts before they are sent to the attorney.

President Frangello-Anderson and the board agreed that HR would be handled by the aquatics manager. The next item is having the job description reviewed by the lawyer and she is not sure that is necessary, but it would be a good idea.

Commissioner Gengler said the board received some feedback from Melissa Hart on the org chart and Melissa does not believe that TPAC should be working with the district administrator. President Frangello-Anderson appreciated Melissa's feedback; however, the way it looks to her is that TPAC, the aquatics manager and the district administrator are under the Board of Commissioners. Commissioner Zaputil said yes, but it could appear like an employee situation just looking at the org chart.

Commissioner Gengler wondered what the difference is between a solid line versus a dotted line, because it could be read as a relationship between the district administrator. Commissioner Zaputil said it can read that way.

President Frangello-Anderson asked for any other job description questions. Commissioner Gengler feels that the board does not know what kind of responses the posting will garner. Commissioner Gengler's will follow up with Melissa on her other input. Commissioner Gengler's concern is that prospects will have experience in some of the areas, but not all.

Commissioner Zaputil said this job is about making sure district obligations are met, getting the tax levy for operations, making sure all paperwork is filed and keeping up with the district's work. Commissioner Gengler feels that the commissioners are strong enough to create a timeline, this will give some structure to the job and the person will be made aware of items to be done and the deadlines for completion.

Commissioner Zaputil asked Commissioner Gengler if she wanted to change the number of hours to twenty-five instead of a range of twenty to twenty-five. The intention of the range was that some weeks are more labor intensive than others. Commissioner Gengler feels she does not understand the work flow enough to change the hours. Others who have been doing some of these jobs have differing opinions on time requirements. She wanted to know if the week before a meeting is a forty-hour work week. President Frangello-Anderson said no.

Commissioner Zaputil said if all the materials given are finished, then creating the meeting packets is easier; however, if there are ten memos to be completed and the research is not done, or the data is not available until the last moment, that is where the workload becomes labor intensive. It is expected that the person in this position will continually be working on packet pieces throughout the month as well as the aquatics manager. This is not something that can be put off until the last week.

President Frangello-Anderson envisions that this person will have a folder for each month's meeting and will be consistently adding pieces to that so that it will be ready to go into packets. This individual in this position is to be organized and is tasked with making the packets.

Commissioner Zaputil said in fairness, the board has asked that the financial reports be as up-to-date as possible, which means those will come in within the last week. However, there are other items which can be prepared earlier in the month. The position requires good organizational skills, which are very important.

Commissioner Gengler feels the board needs to work with the district administrator and the aquatics manager to assist them as to what the board needs in a way that would be less burdensome. The aquatics manager has been empowered to structure the crew in a way that is best for operations. The aquatics manager could choose to hire someone to do the work on the operational part of the packets if needed. Commissioner Gengler feels this position should not be more than twenty-five hours per week. During training on the job portion, the hours could be higher, but on the whole, that should not be necessary.

Commissioner Zaputil thinks the board is strong and can help this person organize the job for maximum efficiency and then it is just a matter of maintaining. If the job ends up requiring more hours, that can be adjusted.

President Frangello-Anderson agrees this position will be very well tracked and leaving the buffer hours in there will be helpful.

Commissioner Gengler was not saying that the hours should be cut to twenty; however, she feels most of the time, that is all the time required. Of course, there may be times when more hours are needed and that would be up to the president to approve any additional hours.

Commissioner Zaputil said the board may have to create a process where the president checks in with this position to see that work is being performed within the hours allotted.

President Frangello-Anderson thinks that when posting the job that Indeed, Craig's list, and WRPA are good sources. Posting in the pool lobby might also be helpful. Commissioner Gengler will contact Melissa to see if she knows of any other boards to post on for this position.

Commissioner Zaputil asked what was the list that the board used last time that charged a fee? President Frangello-Anderson said that was ZipRecruiter, but no responses were received from that listing. She feels Indeed will bring better results.

Commissioner Gengler said the Ad Hoc Committee suggested the board have a discussion about forming an additional Ad Hoc Committee for interviewing, reference checking and facility tours for candidates or have the current Ad Hoc Committee continue in this capacity. She is in favor of the current Ad Hoc Committee continuing on.

The board agreed that the posting should go out on June 7th and leave it open for four weeks or until filled. President Frangello-Anderson asked if the corrections that have been discussed can be made so that the position can be posted on June 7th. Commissioner Zaputil said she would have it corrected before June 7th. President Frangello-Anderson will make arrangements to get

the position posted. The applications will be sent to jobs@tukwilapool.org and those emails will go to all commissioners.

Commissioner Zaputil said if an application comes in that looks like a possible fit, then arrangements can be made to interview that person as soon as possible without waiting until the job closes, as the ad says, until filled.

Commissioner Gengler said as far as the Ad Hoc Committee, if President Frangello-Anderson or Commissioner Zaputil are not available, she would be happy to step in and help with whatever needs to be done.

President Frangello-Anderson said the posting will include links to go to the website to see the full job description.

The correction to the job listing should read *to provide district support and guidance to the Board of Commissioners*.

Commissioner Gengler feels that if using *The Tukwila Pool Metropolitan Park District (TPMPD)* then that means that TPMPD can be used throughout the document.

President Frangello-Anderson said the posting should say *The TPMPD owns and operates one indoor swimming pool*.

Commissioner Gengler said how about saying part-time, hourly (twenty to twenty-five hours per week) position.

Commissioner Zaputil stated it should read *this position is part-time, hourly (twenty to twenty-five hours per week)*. *The key responsibilities will be to whatever is written*.

President Frangello-Anderson read the posting as corrected. *The Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners desires to hire a district administrator to provide district support and guidance to the Board of Commissioners. The TPMPD owns and operates one indoor swimming pool. This position is part-time, hourly (twenty to twenty-five hours per week). The key responsibilities will be to fill in with duties*.

Commissioner Gengler stated the first bullet under that reads *provide board support*, she thinks that *by assembling agenda packets (monthly) acquiring needed materials* should be added. The second and third bullet she would eliminate, the fourth and fifth bullets are fine as is. The sixth bullet she feels pertains to more of what the board is looking for in an applicant, but they would also need to be familiar with it. Then something about records should be added. She wants to be certain that the applicant does not feel the job is operational in nature. This is only to peak their interest, if they are interested, they will click through to read the entire posting.

Commissioner Zaputil said the three things the board needs are financial oversight, records maintenance and help for the board. She thinks that *maintains and safeguards district assets, records and documents* should be the second bullet. President Frangello-Anderson agrees.

Commissioner Gengler thinks it would fine to say *to provide administrative support for the business of the Board of Commissioners.*

President Frangello-Anderson said the bullets are: 1. *to provide district support and guidance to the Board of Commissioners.* 2. *maintain and safeguard district assets, records and documents.* 3. *Strong financial and budget preparation.* 4. *General knowledge of the legal requirements.* 5. *Knowledge of Washington State laws, regulations and codes as they apply to park districts and aquatics facilities.* The board agreed with those bullets.

Commissioner Zaputil thanked TPAC for their input on this job description.

The board agreed to take bullet five and place it in the body of the posting.

Commissioner Zaputil asked if there should be something about benefits mentioned, but the board agreed that was not necessary.

Commissioner Gengler referring to the topic *working conditions* in the job description it reads *must be able to work from the pool facility, travel as necessary to meetings, be available for monthly meetings, special meetings and committee meetings.* Her concern is if the applicants research how many committees the pool and district have, they could think the meetings would take up most of their hours.

President Frangello-Anderson said that most of those meetings are just monthly meetings.

Commissioner Zaputil said it reads *as requested*, it looks like it is being modified. Under administrative it reads *facilitate and provide support for all board meetings and committee meetings as needed.*

Commissioner Gengler asked if this position can work off-site. The committee decided that this is an onsite only job. There are office hours for the position, those hours must be maintained and approved by the president. The first bullet here reads *must be able to work from the pool facility* but it could simply say, *maintain regular onsite district hours as approved by the president of the board.* She is unsure if travel to meetings would be necessary.

Commissioner Zaputil said that is there in case the meetings are not at the pool.

Commissioner Gengler said that could read as *local travel as needed.*

Commissioner Zaputil said how about stating it as *attend regular meetings of the Board of Commissioners and any committee meetings as requested.*

Commissioner Gengler proposed that it read *attend regular meetings of the BOC (meetings are currently held the second Monday of each month at 6:00 p.m. at Valley View sewer district, subject to change)* then have a bullet point that reads *attend special meetings of the BOC as scheduled. Attend administrative/financial related committee meetings as requested.*

President Frangello-Anderson says she hears some redundancy about the meetings.

Commissioner Gengler said it is just calling out each different meeting this person would be expected to attend. Another way would to say it could be *attendance at regular and special meetings as required*.

Commissioner Zaputil feels that for regular meetings it should be stated that they are on the second Monday of each month.

President Frangello-Anderson does not feel like the place and time of the regular meetings needs to be in the job description.

Commissioner Gengler stated that the job calls for travel as needed and this would be one of those travel requirements.

Commissioner Zaputil says that *the second Monday of the month at 6:00 p.m., (subject to change)* should stay, but the location can be eliminated. Another way is to do a bullet list with each meeting that attendance is required.

The board agreed that clarifies the matter well.

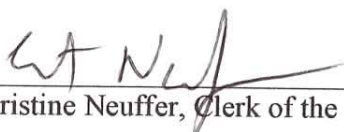
Commissioner Zaputil said the first bullet will be *maintain regular onsite hours, second is attendance, and the third is going to be local travel as needed*.

Commissioner Gengler stated that transportation is necessary in this position and wants to make sure candidates of aware of this requirement.

MOVED BY COMMISSIONER GENGLER TO APPROVE THE JOB DESCRIPTION WITH CHANGES NOTED AND THE POSTING LISTING WITH CHANGES AS NOTED AND THE ORGANIZATIONAL CHART WITH CHANGES AND PENDING ATTORNEY REVIEW, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).

ADJOURNMENT

MOVED BY COMMISSIONER GENGLER TO ADJOURN THE MEETING AT 7:45 P.M., SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (3-0).



Christine Neuffer, Clerk of the Board