

TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meetings of the Board of Commissioners

Jeri Frangello-Anderson, *President of the Board*
Christine Neuffer, *Clerk of the Board*

Board Members: ▶ Ellen Gengler ▶
▶ Vanessa Zaputil

Agenda July 24, 2017 – 6:00pm

TUKWILA LIBRARY – 14380 TUKWILA INTERNATIONAL BLVD, TUKWILA WA 98168

1. CALL TO ORDER /MISSION & VISION/ PLEDGE OF ALLEGIANCE / ROLL CALL		
2. APPROVE AGENDA		
3. BUSINESS ITEMS	a) District Administrator Interviews 1. Abe Dawano 2. Richard Rabe	
4. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110		
5. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

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.

TPMPD Core Values:

We Value...

- ...a safe, inclusive, caring public resource that is integrated into the fabric of our community
- ...educating all ages of our community in the lifelong skills of swimming and water safety
- ...integrity and maintaining the highest ethical standards by communicating honestly and transparently
- ...treating everyone with respect and embracing diverse opinions
- ...conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come
- ...creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community
- ...a spirit of collaboration and innovation when working with others to enhance services available for our community members
- ...our amazing volunteers!
- ...citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool

TPMPD DISTRICT ADMINISTRATOR

EVALUATION OF CANDIDATES

July 24, 2017 – Abe Dawano and Richard Rabe

Final Point Analysis:	Point Legend:
<ul style="list-style-type: none"> • Candidate 1 – Abe Dawano • Candidate 2 – Richard Rabe 	<p>O = zero points – Fail – doesn't have necessary skill 1 = Has some skill needed 2 = Definitely has skill needed</p>

Question/Skill Area	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Opening: Performance Task				
1. What about this job description interested you?				
2. What would be the first 3 things you would do if hired and where do you see yourself in 5 years?				
3. Tell us about your strengths and weaknesses				
4. What was the toughest feedback you received and how did you respond.?				
5. When are you most satisfied in your job?				
6. What is your preferred work style/environment ?				
7. Tell us about a meaningful experience serving a cause – what about it motivated you to do more?				
8. When have you been asked to do too much and how did you respond?				
9. Have you supported or worked in a special purpose district or a similar type of				

Question/Skill Area	Candidate 1	Candidate 2	Candidate 3	Candidate 4
<p>organization? Describe your experience and please provide any challenges you have had and improvements made?</p>				
<p>10. This is a small purpose district with limited resources. This position includes clerical work, for example creating agenda's and serving as the delegated Public Record Officer. Please expand on your experience and qualifications.</p>				
<p>11. Do you have any questions or or any clarification we can provide?</p>				



Dear Applicant,

Thank you for applying for the position of District Administrator at the Tukwila Pool MPD.

As part of the application process, we are requesting all applicants complete a performance task and bring completed task with them to their in-person interview with the Board of Commissioners (BOC).

The Performance Task is comprised of two parts as described below:

- a) Please review the transcription from the May 8, 2017 BOC Meeting and create summary minutes.
- b) Please review the sample TPMPD Procurement Policy (520) and make any edits and or recommendations to both correct and improve.

The goal of the Performance Task is to allow you to feature and highlight your skills relevant to the TPMPD District Administrator position.

We wish you all the best in your interview,

Sincerely,

Tukwila Pool Board of Commissioners

TUKWILA POOL METROPOLITAN PARK DISTRICT

May 8, 2017

6:00 p.m.

Valley View Sewer District Conference Room

DRAFT MINUTES

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

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

President Frangello-Anderson read the TPMPD Mission Statement:

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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.

The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioner Gengler, Commissioner Tyson, Commissioner Zaputil and Commissioner Neuffer.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director and Michelle Simpson, Aquatics Manager. Also present was Beth Tuschhoff, Girl Scout member

AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER GENGLER.

President Frangello-Anderson requested a change in the agenda to move the Executive Session to begin after the presentation from Beth Tuschhoff, Girl Scout member.

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

CITIZEN COMMENTS

None

RESOLUTION # 2017-02

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TUKWILA POOL METROPOLITAN PARK DISTRICT PROCLAIMING THE
MONTH OF MAY 2017 AS WATER SAFETY MONTH.**

**MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE RESOLUTION AS
PRESENTED, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-
0).**

Commissioner Zaputil is happy to see the commitment to water safety. Commissioner Tyson feels water safety is to be a priority every month. Commissioner Zaputil said this is a national recognition for water safety month.

CONSENT AGENDA

- a) Approve Minutes Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BOC) Regular Meeting April 10, 2017
- b) Approve Voucher(s)

**MOVED BY COMMISSIONER NEUFFER TO APPROVE THE MINUTES,
SECONDED BY COMMISSIONER GENGLER.***

President Frangello-Anderson noted a correction on page 6, the Senate Bill number is 5138. On page 11, should read *including* instead of *included*. On page 19, five paragraphs down the pronoun should have been *she* instead of *he*.

Commissioner Tyson noted there were some errors in spelling and tenses. On page 15 in regards to the teacher, it should read *if the primary teacher is absent*. Also, on page 6 regarding the meeting with the Des Moines pool, he was hoping for clarity on what the feasibility study was about. President Frangello-Anderson said it was to study building another pool

Commissioner Neuffer asked if the minutes can be approved if there are questions about what was in them. Ms. Price Cargill said procedurally, she is comfortable adding things to the minutes if more than one person agrees that it was said in the meeting.

**MOVED BY COMMISSIONER NEUFFER TO APPROVE THE MINUTES AS
CORRECTED, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED
(5-0).**

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

REPORTS

a. Beth Tuschhoff

With the Girl Scout Mural Project said it was her goal to get design approval. The three designs are presented in the packet

Commissioner Tyson ask if the pool's logo had been adopted. President Frangello-Anderson said she believes that is the logo adopted by the previous board and actually under the city. Commissioner Tyson felt he has seen these proposals before in some format. Ms. Price Cargill said there is a universal sign for swimming that is included in the mural which is part of the appeal.

Commissioner Zaputil asked if these have been presented to TPAC and were there any suggestions from the committee.

Ms. Price Cargill stated there could be differences in how the proposals were printed as shades vary.

Commissioner Gengler asked Beth if the art being viewed in the packet is the final art. Beth said she was not sure. Commissioner Gengler asked how the art is going to be applied to the building, i.e. free drawing. Beth said she plans to use a projector and she has been trying to talk to the art teacher at Foster High School, but has not been able to make contact at this time.

Commissioner Zaputil asked Beth to clarify the proposed location of the mural. Beth said it was right in the entryway on the backwall.

President Frangello-Anderson asked about the size of the mural and Beth responded that she was looking for direction on that.

Commissioner Zaputil said that was what she was interested in also; the size and scope makes an impact as to what can be seen.

Commissioner Tyson feels the bottom proposal is not acceptable for consideration because it would not lend itself to cover a wall. He suggested the best methods for reproducing the art work would be by squares or by projecting it on to the wall.

Commissioner Zaputil stated for clarification that the chosen design would be painted directly on the wall.

Commissioner Gengler prefers the second design choice, but there will be adjustments that need to be made.

President Frangello-Anderson also prefers the second option and Commissioner Zaputil agrees.

Commissioner Tyson suggested a hybrid of option two and three with adjustments to the proportions.

Commissioner Gengler agrees with Commissioner Tyson and would defer to an art person, perhaps a teacher.

Ms. Price Cargill said when looking at the wall currently, there is a portion of the wall and then lighting and above that is more wall space. However, she feels the mural should be done only below the lighting.

President Frangello-Anderson asked what is the next stage for this project. Beth said the first thing is to paint the entire wall white and then sketch the mural and get volunteers to come and paint.

Commissioner Zaputil wants to make sure that the wall is properly prepared and will not be an issue to maintain in the future once the mural is complete.

President Frangello-Anderson said the consensus of the board is to go with the concept of the second option and she thanked Beth for her presentation.

Commissioner Tyson suggested a baby blue background might be better than a white background.

Beth asked about the signage on the building.

Commissioner Zaputil asked for clarification on what Beth is asking about. Is she asking about how she can contribute or is this the decision on where to put the sign?

Commissioner Gengler was at the TPAC meeting and she brought up the third Saturday Event. To understand the project; it is a two-part project, one is to choose the mural and the other piece is Beth needs feedback on what would be the most helpful regarding signage. Commissioner Gengler noticed in going around the city, the Parks and Recs Department has a large banner by the Family Fun Center. She feels this is a great way to get the word out to lots of people about events.

A discussion ensued amongst the board members regarding the road sign that reads Tukwila City Pool which is currently posted. There was a suggestion that Beth speak to the Mayor's office about possibly changing that sign.

Commissioner Gengler recalled a discussion about the sign and it was better to have something there even if some people are not happy with the verbiage. Erecting signs can be tricky depending on who's property is being used.

Commissioner Tyson stated that Pat Brodin would be a good contact person. He is in charge of Public Works for the City of Tukwila.

Commissioner Zaputil recalled that Beth's project involved longevity. To that end, the signage should be permanent. She understands that the Des Moines Pool has many signs around their area.

Commissioner Tyson volunteered to contact Mr. Brodin to see what could be done about more city signs.

Commissioner Gengler stated that would not address Beth's project. She wondered if Mr. Brodin would have information about how to hang those banners like Parks and Recreation has done.

Commissioner Tyson said if he did not have that information, he might know who to ask for more information.

Commissioner Gengler said that those large banners would have more impact than smaller roadside signs, even if those banners were only temporary, meaning six weeks or more. If the pool could have banners announcing the third Saturday Events, that could bring more people to the pool. Perhaps Commissioner Tyson could ask Mr. Brodin to get an idea of what is involved getting signs like that put up, then Beth could do the communication and legwork involved, if that is agreeable with Commissioner Tyson.

Commissioner Tyson is agreeable to that solution.

Commissioner Zaputil feels Beth is looking for direction from the board as to which signage they would like her to pursue.

Commissioner Tyson would like to see more permanent road signs as opposed to the banner. He did notice the banner and it was carefully worded so it could be used year after year.

Commissioner Gengler thinks that if Commissioner Tyson is willing to reach out to find out more about signage and then Beth can focus on whatever signage is appropriate.

President Frangello-Anderson said the consensus of the board is to focus on the road signs.

Beth said her timeline to finish her project is by the end of June and she will contact Commissioner Tyson to see what he finds out from the city.

Ms. Price Cargill said to be sure when talking with the city that the current sign should remain, but more signs are needed.

Commissioner Tyson would like to use the leverage of the board to ask that the current sign be taken down and a better one put in its place. He also said he would see if a meeting would be possible with Mr. Broden, Beth and himself.

Commissioner Zaputil felt that would be an excellent idea to find out how the city would could help get more and better signage.

President Frangello-Anderson said the consensus of the board is to have Beth work with Commissioner Tyson and Mr. Brodin to see what is involved to finish Beth's project.

Ms. Price Cargill thinks it may be helpful to clarify if the board would like the current sign taken down as that seems to be an unsettled question.

Commissioner Gengler does not want the sign taken down unless there is one to replace it at the same time. The city may not want to spend that type of money. If the pool tells the city that the current sign is incorrect and to fix it, the city may elect to just take it down.

Commissioner Tyson pointed out that the Historical Society did not pay for their road signs.

Commissioner Gengler said she would just like to have more signs and banners.

President Frangello-Anderson asked Beth what she envisioned as the time it would take to complete the mural. Beth replied she thought it would take two weekends; one to sketch and then one to paint. She did not think it would take too many people to get this done.

Commissioner Zaputil said while this is an exciting project, without having true paint colors, etc., there needs to be some supervision or communication with the pool during this project.

Ms. Price Cargill feels it would be beneficial to decide at this meeting what color the background should be.

Commissioner Gengler says she is not comfortable giving a color mandate as she is not a color expert. She feels there should be some discussion with TPAC regarding these decisions.

President Frangello-Anderson agrees with Commissioner Gengler, she is not ready to give this kind of direction.

Commissioner Zaputil said that Ms. Price Cargill could work with Beth and TPAC as far as a timeline to get this project underway and completed by the deadline. She is also concerned about giving color direction.

Ms. Price Cargill stated the logistics are that these color questions cannot be deferred to the next TPMPD board meeting, so does the board wish this deferred to TPAC to make these decisions or call a special meeting.

Commissioner Zaputil asked if a survey could be done without doing reply all once the concept has been further drilled down.

Ms. Price Cargill stated if it was a simple thing of either white or light blue, then that would be an easy thing to do; however, each computer will show different shades of these colors on different computers.

Commissioner Zaputil said that perhaps having a special meeting at the pool where everyone can see the choices in person would be a good idea.

Commissioner Gengler offered a different solution which might be to choose four or five shades of each color and put them on a poster board or paint them on the wall and have people come back at a time that works best for them to make their choice. Also, it would be a good way to get an idea of the scale of the image.

Commissioner Zaputil liked this idea.

Commissioner Tyson suggested that Beth put together color schemes and leave them at the desk for the commissioners to drop in and review. She could pick up swatches at the paint store and on a sketch, identify which colors would go where as far as background.

Commissioner Zaputil asked who would collate those results and who would make that decision or should a special meeting be held. The board cannot vote outside of OPMA.

President Frangello-Anderson likes the idea of the visual with the colors numbered. There would have to be a special meeting to make it official.

Commissioner Gengler said there would be a survey before and then a special meeting at the pool.

President Frangello-Anderson stated there needs to be a timeline to get this done in less than two weeks.

Commissioner Tyson proposed that Beth have the visuals by Monday and by the end of the week the board would have time to stop by and look at the proposals. Beth said she would have the proposals ready by then.

Ms. Price Cargill asked about scheduling the special meeting now.

Commissioner Gengler answered the audience member's question about the coloring and different ways of looking at the project.

Commissioner Zaputil asked if Beth felt she could have the proposals ready both physically and electronically by the 15th.

President Frangello-Anderson asked the board if Monday the 22nd would be the best date for a special meeting.

Commissioner Tyson would not be available on the 22nd as he will be out of town.

Commissioner Zaputil asked if Commissioner Tyson could articulate his choice to President Frangello-Anderson.

Ms. Price Cargill suggested that Commissioner Tyson inform President Frangello-Anderson of his choice before he leaves on vacation.

Commissioner Tyson agreed to cast his vote with President Frangello-Anderson.

Commissioner Neuffer would like to have the special meeting on the 20th.

Commissioner Zaputil suggests the meeting take place after the Pirates in the Pool Event.

President Frangello-Anderson set the special meeting for May 20th at 3:15 p.m. and the board agreed.

EXECUTIVE SESSION

President Frangello-Anderson called for a 20-minute Executive Session at 7:03 p.m. per RCW 42.30.110(g) to discuss the performance of a public employee. The session was extended by another 20 minutes to end at 7:43 p.m. and was extended again by twenty minutes to 8:05 p.m. and extended again by 15 minutes. The meeting resumed at 8:19 p.m.

REPORTS continued

c. Commissioners

Commissioner Zaputil felt the retreat went smoothly and was a great experience. Pirates in the Pool will be held on May 20th at the pool. Legislative Bill 5138 is

awaiting the governor's signature. Commissioner Zaputil attended the Finance Committee Meeting which was mostly about policies.

Commissioner Tyson reported that his wife has been enjoying the pool four days a week.

Commissioner Gengler announced the Done in a Day is scheduled for Sunday, June 4th. She will send out emails and post a sign-up sheet at the pool for patrons who would like to volunteer. Ms. Simpson will be getting the task lists together and a grill out idea is being discussed. She attended the Marketing Club meeting also and will work with Ms. Simpson to get volunteer sheets printed which will include all up-coming events. She attended the Finance Committee meeting in which they are going through policies.

Ms. Price Cargill asked what time will the Done in a Day start and Commissioner Gengler stated it will begin at 9:00 a.m. The reason Sunday was chosen is because the pool does not open until 11:00 a.m.

d. Executive Director

Ms. Price Cargill said that in addition to the written report, she had the pool's attorney review the short-term rental agreement which he had not seen before and he made one adjustment to that document. She finished drafting a long-term agreement which was sent to Mr. Snure and will probably also be forwarded to WCIA for review. Regarding the proposed meeting with the school board, none of the requests to meet has had a response. This may be the time to request Commissioner Tyson's assistance by contacting the school board's president since that contact did create reaction last time.

Commissioner Tyson said he did not know if the same man is still the president. Commissioner Gengler stated that this man is still in the same role; however, he is out of the country currently. Commissioner Tyson will attempt to make contact.

Commissioner Neuffer is concerned that something needs to be in place before the next school year. The school district needs to know that these programs cannot be put on without an agreement in place.

Commissioner Zaputil asked if anyone had seen the course guide for next school year. Commissioner Gengler has not seen the guide, she is not sure it is out yet, but she will follow up on that.

Commissioner Gengler asked if operations had a discussion with the swim person at the school to see if they know anything about next year's possible swim classes. Ms. Price Cargill said she did speak to the instructor and was only told that the instructor will not be teaching the boys next year and that someone else will be teaching the boys.

Commissioner Gengler said then there is an indication that the school, or the teachers, at least, feel there will be swimming offered next year. Ms. Price Cargill said the teachers seem to be under that impression. Commissioner Gengler will follow up to see if the course guide is completed. She did attend the Special School Broad Meeting and spoke about how important swimming is and how the pool wants to maintain the relationship with the district.

Commissioner Zaputil thinks anything that the commissioners can do to keep the pressure on, whether its daily emails or whatever it takes to get results. Ms. Price Cargill said at this point the only thing that has brought any results was Commissioner Tyson's phone call.

Ms. Simpson asked if the current agreement states that the school is responsible for buying the children's lifeguarding textbooks. Ms. Price Cargill said the current agreement does not mention the lifeguarding classes at all because that is a separate conversation.

Ms. Simpson said that the children do not have their textbooks for the lifeguarding classes. Commissioner Zaputil asked if the pool was responsible for providing those books. Ms. Price Cargill replied that she has no information regarding that.

Commissioner Gengler has information that the lifeguarding class was part of Curriculum Council that will be discussed in a couple of weeks.

Commissioner Zaputil asked if the students need the textbooks to pass the course and Ms. Simpson said they do have to have them. She also said she sent the PE teacher an electronic textbook so that she could make copies, but so far, that has not been done. She is not sure what the issue is, but it could be because the book is 240 pages, front and back, and color.

Commissioner Tyson was concerned about the copyright of the book. Ms. Simpson said it is a Red Cross book so that is not a concern.

President Frangello-Anderson asked if the teacher knows that the students need this book and Ms. Simpson said yes, the teacher is aware; however, she is just the teacher of record. Ms. Simpson is actually teaching the class as she is a certified lifeguard instructor.

Commissioner Gengler asked when the course would end and Ms. Simpson said the course ends on the last day of the school year. Commissioner Gengler asked Ms. Simpson to email her a copy of the book.

Commissioner Zaputil asked Ms. Simpson what the cutoff date would be for the students to have the book in order to successfully pass the course. Ms. Simpson said they would need them by tomorrow.

Commissioner Zaputil wondered if it would be helpful for the pool to have several copies of the book available. Ms. Simpson said she has several copies of the book, but not enough for each student.

Commissioner Tyson wondered what the cost would be to buy it from the book store and Ms. Simpson guessed it would be about \$40 to \$45. Commissioner Gengler will talk to the superintendent tomorrow to see if the resources at the school can be used to print out the books.

Ms. Price Cargill reported that the sales tax increased to 10% and this caused a decrease in the profit margin by .50%. One of the things that the pool sells is birthday parties. In the last twelve months, the pool has sold \$3,000 in parties and paid \$300 in taxes. She feels that the pool should add tax to that item.

Commissioner Tyson believes the consumer should be paying the taxes.

Ms. Price Cargill, in her understanding, when the rates were set last time, the rates included sales tax. The pool charges taxes on lap swims, exercise class or special events. The pool does not have to pay taxes on swim lessons.

Commissioner Zaputil stated that the pool pays tax; however, the rates paid by the consumer includes the sales tax. She understands that from an operational standpoint, it is easier on the patrons to include the tax to make the amount paid an even dollar number.

Ms. Price Cargill said she wanted to focus just on this one idea and not get into a comparison of what other districts are doing. Commissioner Gengler asked why it was just the one item that concerned her. Ms. Price Cargill said it was because most people use a credit card to pay for this item so the impact is different.

President Frangello-Anderson understands what Ms. Price Cargill is saying; however, the guide has already been printed and if the tax is going to be added to rentals, that should be in writing in the guide.

Ms. Price Cargill said it is not an additional charge, just when purchasing a party, tax will be added. President Frangello-Anderson felt it should be stated somewhere in the guide in writing.

Commissioner Tyson suggested the items that are taxable could have an asterisk with a footnote about the tax.

Commissioner Zaputil thought this could be an addition to the fall guide. She felt this may be confusing to customers.

Ms. Price Cargill said she would have contact with a person booking a party and would tell them the price plus tax would be the total.

Commissioner Zaputil said that by doing it the way Ms. Price Cargill is suggesting, it would net the pool \$300 more revenue.

Commissioner Gengler does not have a problem doing it as suggested, but it should be done methodically.

Ms. Price Cargill brought this point up to get the board's reaction and feedback to this suggestion and did not expect action to be taken on it tonight.

Commissioner Neuffer suggests putting this item on the Programming Committee agenda and bring it back to the board with recommendations.

Commissioner Tyson wondered if a vending machine has been considered for selling some of the items. Commissioner Gengler said there was one, but there was candy and school kids would come and use it. However, it made money for the vending machine company.

Commissioner Tyson said a vending machine could have healthy alternatives. Commissioner Gengler said that is worthy of a discussion later to see if the pool wants to invest in a machine or contract out to a vending company. However, she feels the front desk people can handle the purchases at this time.

Commissioner Gengler had a question on neighbor care and what is the pool charging them. Ms. Price Cargill said \$1, but it should be \$2, but because the pool is not a partner with them, the pool was not notified.

Commissioner Gengler asked about the Programming Committee requested tracking, does that mean people are signing up when they come in. Ms. Price Cargill said no, the tracking is done by the computer, but the person at the front desk can press either the resident or non-resident button which encourages the staff to ask questions.

e. Pool Operations

Ms. Simpson held an in-service on April 16th and another one was held yesterday plus one on Wednesday, so each month two in-service options are available. She said that the swimmer in distress incident was discussed at the retreat and the incident report was distributed.

Commissioner Neuffer asked if Ms. Simpson feels the staff readiness is now in place after this incident. Ms. Simpson plans to recertify the entire staff and update their skills. The Red Cross updated their program in 2017, so all lifeguards should

be updated by August. These skills are also practiced in every in-service class and feels much better about the staff and their abilities.

Ms. Simpson indicated that her and her husband had cleaned the men's room shower by hand and the drains were cleared out. The urinal in the family bathroom will not be replaced, but the one bathroom has to be hand mopped. Two quotes have been received on repairs in the bathrooms and shower rooms. There was a problem with the hot water and McKinstry came out, found the issue, and fixed it.

More swim classes have been added to the programs and are receiving many signups.

f. Financial

Commissioner Gengler asked about the report data on page 43, under merchandise taxed, April shows nothing. Ms. Price Cargill said that everything that fell into the category was listed under unitemized; however, the records are being worked on to fix that issue. Commissioner Gengler asked about several more issues with the Rec 1 report.

Commissioner Gengler asked if a snowflake ornament was actually sold. Ms. Price Cargill replied no, that was to correct overages in the till and depositing them as donations.

Commissioner Zaputil asked if the extra monies are always overages and are there ever shortages. Ms. Price Cargill said, no, it is almost always overages; people forgetting to ring items in and such.

Commissioner Gengler stated that if items are not being rung up, it could be someone trying to pocket extra cash and that would make overages. She is unclear about what the best practice would be, but the trend needs to be watched. Ms. Price Cargill said that she is keeping track of that.

Commissioner Zaputil asked about the SAO, end of year that has to be done by end of May and is that on track to get the all that information ready by that deadline. Ms. Price Cargill said, yes, there should be no problem meeting that goal.

Commissioner Tyson suggested that Vistaprint could print business cards at a lower rate.

Commissioner Gengler feels it is good to shop different vendors for things like printing, the main concern can be the shipping costs.

g. TPAC Report

Commissioner Zaputil thanked TPAC for their community outreach and was pleased to see the discounted coupons being redeemed.

BUSINESS ITEMS

- a. Financial Policy Review
- b. Lifeguard Training Plan
- c. Employee Handbook Review
- d. 20-Year Master Plan Committee

Commissioner Gengler asked if copies of employee handbook draft versions are kept. Ms. Price Cargill said there are electronic copies. Commissioner Zaputil recommended using revision date instead of draft date.

MOVED BY COMMISSIONER TYSON TO TABLE ITEMS 7A, 7C AND 7D UNTIL THE NEXT MEETING, SECONDED BY COMMISSIONER ZAPUTIL. MOTION CARRIED (5-0). CONSENSUS AGREEMENT THAT ITEM 7B WAS ADEQUATELY COVERED IN THE REPORTS.

MISCELLANEOUS

MOVED BY COMMISSIONER GENGLER TO REVIEW THE TPMPD ORGANIZATIONAL STRUCTURE AND ELIMINATE THE EXECUTIVE DIRECTOR POSITION EFFECTIVE IN 30 DAYS, SECONDED BY PRESIDENT FRANGELLO-ANDERSON.

Commissioner Gengler said she did not make this motion lightly, but feels this is in the park district's best interest.

Commissioner Zaputil asked about what the plan is going forward. She was very concerned about the transition without having a plan going forward. Commissioner Neuffer also noted that 30 days is not enough time.

MOTION CARRIED (3-2) WITH COMMISSIONERS GENGLER, COMMISSIONER TYSON AND PRESIDENT FRANGELLO-ANDERSON VOTING "AYE" AND COMMISSIONER ZAPUTIL AND NEUFFER VOTING "NAY".

Commissioner Zaputil indicated that we were just made aware that if there were more than 3 candidates in the upcoming election, a primary would take place. This was not in the budget.

ADJOURNMENT

MOVED BY COMMISSIONER TYSON, SECONDED BY PRESIDENT FRANGELLO-ANDERSON TO ADJOURN AT 9:21 P.M. MOTION CARRIED (5-0).

Christine Neuffer, Clerk of the Board of Commissioners

Date

520: Procurement Policy

1.0 Purpose.

- 1.1. This Procurement Policy establishes the approval procedures for purchases by employees of the Tukwila Pool Metropolitan Park District (District), establishes purchasing authority levels, purchasing procedures and reporting requirements.

2.0 General Responsibilities

- 2.1. **Board of Commissioners.** The Board is responsible for establishing policy direction for the District under Washington State law (RCW 35.61.135).
- 2.2. **Board Designee.** The Board Designee has the limited authority delegated pursuant to this Policy.

3.0 Definitions

- 3.1. **Budget.** The formally adopted budget of the District
- 3.2. **Emergency.** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will not likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- 3.3. **Designated Purchasing Cooperatives.** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
- 3.3.1. **KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
- 3.3.2. **State Purchasing Cooperative.** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.
- 3.3.3. **Department of Information Services.** The Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software

and information services through the Department of Information Services complies with the statutory bidding and procurement requirements.

3.4. Bid Exemptions. RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

3.5. Lowest Responsible Bidder. The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work be determined by consideration of the following factors:

3.5.1. The ability, capacity and skill of bidder to perform the work required;

3.5.2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

3.5.3. The ability of the lowest bidder to perform the work in the time specified;

3.5.4. The quality of performance of previous contracts or services;

3.5.5. The previous and existing compliance of the bidder with laws relating to public works; and

3.5.6. Such other information related to the performance of the contract as the bid solicitation deems advisable.

3.6. Public Work. Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

3.7. Cooperative Purchase. A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

4.0 Purchasing Authority.

4.1. Board of Commissioners. The Board of Commissioners shall approve an annual budget that specific and general expenditures within certain budgetary limits. The Board shall be required to approve individual expenditures in excess of \$20,000.00 The Board shall also review and approve all vouchers on at least a monthly basis.

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- 4.2. Board Designee.** The Board Designee shall have authority to make expenditures within the budgetary limits adopted by the Board. Provided, however, the Board Designee shall obtain advance Finance Committee or Board approval prior to making any specific expenditure that exceeds \$5,000.00 in value.
- 4.3. Finance Committee.** The Finance Committee shall have authority to approve expenditures within the budgetary limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.
- 4.4. Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 4.5. Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 4.6. Emergency Purchases.** In the event of an emergency (as defined by Policy 545) the Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of \$20,000.00. The Finance Committee may authorize purchases in excess of \$20,000.00 when prior Board approval is not feasible. All emergency purchases shall be ratified by appropriate Board action within 30 days of the purchase.

5.0 Purchase of Materials, Equipment and Supplies.

- 5.1. Purchases under \$40,000.** No statutory process requirements. Staff shall use commercially reasonable means to make such purchases. Staff is encouraged to obtain multiple quotes for purchases to document that
- 5.2. Purchases over \$40,000 and under \$50,000.** Purchases must be made from using a Vendor List procedure, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.
- 5.3. Purchases over \$50,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption.

6.0 Public Works

- 6.1. Public Works projects under \$20,000.** No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such Public Works.

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6.2. Public Works projects from \$20,000 - \$300,000. The District shall establish and use the MRSC Rosters Small Works Roster or a Formal Sealed bidding procedure.

6.3. Public Works projects over \$300,000. Formal Sealed bidding shall be used except in case of an emergency.

7.0 Services – Architect and Engineer.

7.1. The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

8.0 Services – Telecommunications and Data Processing.

8.1. If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

9.0 Purchasing Recreation Services from Independent Contractors.

9.1. Purchasing services from instructors, teachers, artists and other independent contractors engaged to teach classes, seminars, or programs as part of a District sponsored program have unique characteristics. Customer preference, teaching method, personality of the instructor, teacher or artist greatly influences the customer and their willingness to enroll in a class or seminar and pay the requisite fees. Consequently, in the acquisition of these and similar services, there is no requirement for bidding or quotation unless the purchase price/acquisition cost exceeds \$50,000 in a calendar year.

10.0 Services – Other

10.1. No statutory procedures are required. District staff shall use commercially reasonable means to identify and contract with service providers.

11.0 Formal Sealed Bidding Procedures.

11.1. Notice. Written Notice for competitively bid contracts and purchases shall be published in a newspaper of general circulation within the District at least 13 days in advance of the bid opening. Advertisements for bids should include the following minimum items:

11.1.1. Title of the project.

11.1.2. Nature and scope of the work.

11.1.3. Where contract documents (plans, specifications) may be obtained.

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- 11.1.4. Cost to obtain a set of contract documents.
- 11.1.5. Place, date, and time that bids are due.
- 11.1.6. District contact information.
- 11.1.7. Statements that the District retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

11.2. Instructions to Bidders. Instructions to Bidders shall include a complete description of the legal requirements to submit a bid.

11.3. Bid Specifications. Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition but should be designed to meet the needs of the District.

11.4. Award. The contract should be awarded to the lowest responsive and Lowest Responsible Bidder whose bid meets the requirements and criteria included in the invitation for bids and bid specifications.

11.5. Cancellation. An invitation for bids may be cancelled. Additionally, the District (at its sole discretion) may choose to reject any or all bids, in whole or in part. An invitation for bids may be canceled at the discretion of the Board Designee.

12.0 Written Contracts / When Required

12.1.A written contract is required for the following types of purchases.

- 12.1.1. All lease or rental agreements for equipment or real property
- 12.1.2. All intergovernmental agreements
- 12.1.3. All services with the exception of minor services such as repairs, etc., where academic credentials or professional expertise are not required
- 12.1.4. Cooperative purchasing agreements
- 12.1.5. Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)
- 12.1.6. Written Contract Required for Purchase of Equipment, Materials and Supplies with a cost over \$20,000
- 12.1.7. Other contracts/agreements deemed necessary by the Board.

13.0 Records Management.

- 13.1.** The District Administrator or his or designee shall maintain records of all contracts awarded and all contractor/consultants contacted in the process.

14.0 Unauthorized Purchases.

- 14.1.** No District employee should purchase or contract for any supplies, material, equipment or contractual service or make any contract within the purview of this policy other than through the Aquatics Manager or Board Designee. Should a District employee violate this trust and the District experiences a financial loss, then the District shall be entitled to recover the full amount of such loss from the employee.

15.0 Issuance, Use and Control of

- 15.1.** The District has the authority under RCW 42.24.115 and RCW 43.09.2855, to establish a credit card account and the issuance of credit cards. The credit limit per card shall be established by the issuing bank, and shall not exceed \$2,000 for the District Administrator, and \$2000 for the Aquatics Manager per card.
- 15.2.** The credit cards shall be issued to those personnel that are authorized by action of the Board of Commissioners and shall be subject to the terms and conditions stated in RCW's 42.24.080, 42.24.115, 43.09.2855 and in this policy.
- 15.3.** The District authorizes the use of the credit card for the following purposes:
- 15.3.1.** The District credit card may be used for travel expense and expenses incurred in attending authorized meetings, seminars and conferences authorized in advance by the Aquatics Manager, District Administrator or Board Designee or the Board of Commissioners.
- 15.3.2.** The purchase of authorized District supplies and equipment from suppliers where the District cannot establish a charge account authorized by the Board of Commissioners, the District Administrator, the Aquatics Manager or Board Designee.
- 15.3.3.** The user of the credit card shall comply with the following procedures:
- 15.3.4.** The charge slip for purchases of supplies and equipment must be submitted to the District within two (2) business days of the date of the transaction.
- 15.3.5.** The charge slip(s) and a fully itemized Travel Expense Form for travel or meeting expenses must be submitted within ten (10) business days after the meeting or the completion of travel.

15.3.6. The monthly billing for all charges on the credit card account must be submitted to the Board of Commissioners for approval of payment at the Board of Commissioners meeting following the receipt of the billing.

15.3.7. Any charges against the charge card not properly identified on the Travel Expense Form or not allowed following the audit required under RCW42.24.080 shall be the sole responsibility of the card user of the employee or commissioner responsible for the card either by check, cash, or salary deduction.

15.3.8. Per RCW 42.24.115, if charges are not repaid before the charge card bill is due and payable, the District shall have the right to withhold any and all funds payable or to become payable up to an amount of the disallowed charges and interest.

15.4. Card Use Restrictions.

15.4.1. No District credit card may be used to obtain a cash advance. The holder of the card must comply with the requirements of RCW 42.24.115(3). Failure to comply with the statutory or policy provisions shall result in a forfeiture of the credit card. All District credit cards are subject to recall by the Board Designee, or the Board of Commissioners at any time and for any reason.

15.4.2. No employee of the District shall use the District issued purchasing card for non-District business. Any employee who violates this policy shall be subject to disciplinary action up to and including termination and shall be billed for all charges on the purchasing card. The Aquatics Manager, District Administrator or his or her designee is authorized and directed to make payroll deductions to recover any unauthorized charges.

15.5. Return of Cards. The Cardholder must return purchasing card to his or her supervisor upon separation.

ABE B. DAWANO

11020 SE Kent-Kangley Rd, Kent, WA 98030 | C: 253-478-9683 | adidawano@gmail.com

Professional Profile:

Along with track record of professional success, I would like to utilize business development and sales skills at a progressive organization where these skills can make a significant impact on the bottom line.

Education:

Bachelor of Arts, Double Major: Economics & Finance **May 2017**
University of Wisconsin-Superior - Superior, WI

Relevant Course

- Money and Banking, The Financial System, Wages and the Labor Market · Econometrics · Financial Reporting I & II (Accounting) · Database Management Systems.

Professional Experience:

Licensed Field Underwriting Agent
American Income Life – Tacoma WA **Mar 2, 2017-Present**

- Working with union members and enrolling them in their permanent union benefits.
- Evaluating individual need analysis and making recommendation as to which plan works best, based on their current situation.

Financial Service Representative
Reliable Credit Association – Federal Way, WA **Oct 19, 2016- 2017**

- Assisting in underwriting, collections and providing direct consumer loans and purchasing retail installment contracts from approved dealers.
- Time is dedicated to collecting past due accounts, processing, investigating, and evaluating credit applications, and general customer service.

Finance Coordinator **Apr 2016 - Present**
Celebrating Aakkos - Minneapolis, MN

- Prepared and delivered various accounting reports on a weekly basis and managed all financial inflow and outflows appropriately. Also monitor all financial transactions and recommend ways to increase effectiveness of same.
- Developed and maintained a database of records to ensure smooth transaction for all financial processes.

Consumer Survey Data collection **Oct 2014 - Mar 2016**
National Bank of Commerce – Superior, WI

- Collect data, using methods such as interviews, questionnaires, literature reviews, and file reviews. Monitored & evaluated survey progress and performance, using sample disposition reports and response rate calculations.
- Prepared and presented summaries and analyses of survey data, including tables, graphs, and fact sheets that describe survey techniques and results.

Financial Advisor & DCP **July 2013 –July 2016**
Traumatic Brain Injury (TBI) – Duluth, MN

- Documented financial transactions by entering account information and recommends financial actions by analyzing accounting options thus, developing deeper client relationships.
- Acquired detailed knowledge of patient's condition, symptoms, medications and relationship-building skills and commitment to establishing long-term clients

Entrepreneurship:

Business Owner

Present

- Attended various business training seminars. Trained other partners in sales and presentations. Utilized extensive knowledge of products and services to assist customers in product selection to best fit their needs.
- Worked with team to increase revenue and promote collaborative environment resulting in successful team that consistently surpasses monthly sales goals. Resolve customer issues in a prompt manner & proactively work to prevent future issues.

Professional Affiliations:

- **President of World Student Association (WSA):** **2015-16**
The largest association club at the University of Wisconsin Superior
- **Treasury for Black Student Union:** **2015-16**
Assess, monitor, plan and manage the efficient utilization of cash and financial services in a manner consistent with the objectives at University of Wisconsin Superior
- **Stimulus Club:** Executed marketing campaigns; in charge of managing, developing driving market growth.

Technical & Language Skills:

- Microsoft Office XP Professional, Word, Excel, PowerPoint, Access, Stata 14, AS400 skills & Eapp program (Hour Power)
- Trilingual: Fluent in American English, Affan Oromo & Amharic

Awards and Recognition:

- **Life & disability Insurance License** (Mar, 2017-)
- **AFSA University: Certificate of Completion** (Dec, 2016-)
- **REGIONAL ECONOMIC INDICATOR FORUM:**
Certificate of Achievement by *National Bank of Commerce* (Mar, 2015)
- **Certification of Leadership**
4th Annual Diversity Leadership Retreat (2014)
Presented by University of Wisconsin Superior.

Accomplishments:

Celebrating Aakkos
Fundraising Sales

- Introduced and brought on consumer product insight for Celebrating Aakkos-nonprofit organization in order to increase fundraising sales through smart and creative merchandising while implementing consumer behavior knowledge. As result I increased sales by \$5,000 in a single day.

Richard J. Rabe

13745 56th Avenue South, #B-404
Tukwila, Washington 98168-4749

Résumé

(206) 246-6938
rjrabe1889@yahoo.com

SKILLS & QUALIFICATIONS HIGHLIGHTS

- Expertise with computer applications including: Mac OS, Android OS, Windows 7, Widows 10, **Word, Excel, PowerPoint, Visio, Outlook, Access, Project, PageMaker, and Photoshop CS2.** Word processing at 55+ wpm.
- 10+ years experience with scanning, archiving, filing, indexing, multi-line phone reception, meetings scheduling.
- 10+ years experience with supplies inventories, ordering, invoicing, stock rotation and vendor relations.
- 10+ years experience in maintaining multiple Outlook calendars, contacts databases, client databases, & spreadsheets.
- Experienced office manager, coordinating payrolls, budgeting, project and event scheduling, plus complex travel.

PROFESSIONAL EXPERIENCE

PACE Staffing, Bellevue, Washington

11/15 to 5/17

{Assigned at: Kaiser Permanente of Washington; Tukwila, Washington, formerly Group Health Cooperative}

Administrative Assistant (Full-Time, Contract Position)

- Human Resources department Administrative Assistant performing daily: sorting, scanning and QC of documents into FileNet database; generating office supplies orders (OfficeMax); weekly catering orders and account tracking (Ingallina's); coffee and coffee supplies orders (Puget Sound Beverage); office supplies inventory; off-site archival indexing and storage preparation, including making arrangements for pick-ups, retrievals and returns (Iron Mountain); US Mail and inter-office mail sorting and distribution; coordinating and tracking facilities work orders (Sabey); materials preparation for new-hire orientations (assisting the HR Training Facilitator); coordinating conference room schedule for entire department (Outlook); vendor relations and account tracking for shredding services (Shred-It); coordinating cubicle space remodels with building maintenance contractor (CBRE); coordinating special-event recruiting and preparations including set-up and break-down (October Potluck); training and supervision of two summer interns; maintenance of on-site archival storage space (Library).
- Achieved more than \$1,200 cost savings on catering orders, \$400 savings on office supplies orders, and \$25 to \$50 savings weekly on coffee orders, while improving quality in all three areas.
- Call-center customer service at Group Health to provide information covering health insurance policy coverage, benefits, formulary coverage, clinic locations, coverage limit tracking, facilitating payment arrangements, registering complaints, assisting in making PCP selections, etc.
- Initially assigned to work at Group Health Cooperative to sort U.S. Mail, Interoffice Mail, and process UPS packages for driver pick-up daily. Delivered and collected regular and interoffice mail, packages, reports, sensitive materials and large-amount bank deposit cash boxes to appropriate locations across three-building campus. Preparing packages for UPS according to accounting units. Assisted in sorting and matching project for audit of vendor performance.

Open Door Legal Services, Seattle, Washington

1/08 to 4/09

Office Manager / Paralegal

- Developed clinic schedules for staff of 30+ volunteer attorneys quarterly, including meetings with clients, using MS Outlook, Word and Excel.
- Legal research in JIS, SCOMIS, Lexis Nexus, and Washington State, King County and municipal court websites.
- Telephone reception, including customer service and client screening for legal issues.
- For new clients, conducted intake interviews, performed conflict checks and created Excel spreadsheets to track clients by source of referral, type and outcome of case.
- Created numerous clinic forms that enabled clients to follow through with *pro se* self-representation.
- Assisted in organizing large-scale event: planning of annual fund-raising breakfast, for attorneys and paralegals, to recruit volunteers and solicit donations to support clinic operations, attended by more than 115 contributors.
- Trained interns to staff clinics, perform administrative tasks, and conduct legal research.

Flow International Corporation, Kent, Washington

7/06 to 3/07

Paralegal / Administrative Assistant (FT, Temporary)

- Initiation and renewals of corporate licensing registrations in all 50 U.S. states, including compilation of detailed progress reports, payments to each state, and statistical spreadsheet detailing state-by-state regulations.
- Preparation of materials for Board of Directors meetings, Annual and Quarterly meetings.
- Completed data compilation spreadsheet for large-scale litigation in ¼ of time allotted.
- Coordinated insurance coverage for corporate policies and "named insured" entities.

Richard J. Rabe

Badgley~Mullins Law Group, P.L.L.C.; Seattle, Washington

Résumé (Pg. 2)

4/04 to 7/04

Paralegal / Receptionist, promoted to File Clerk/Administrative Assistant

- Created spreadsheets for invoicing, accounts receivable, and complex interest-calculation billings.
- Produced facilities work orders, maintained inventory, and placed orders from wide variety of vendors.

OTHER EMPLOYMENT

Pearson Educational Measurement, Kent, Washington Professional Academic Scorer (Seasonal, March through July/August, plus Special Projects) (<i>Intermittently, around other employment</i>)	3/05 to 1/16
Dynamic Language, Inc., Tukwila, Washington Translation Production (Temporary Hire)	11/14 to 1/15
King County Elections, Renton, Washington Telephone Bank, Voter Services Representative (Temporary, Hired for the 2014 Primary Election)	7/14 to 8/14
Shuttle Express, Renton, Washington Seattle City Tour Guide & Driver, 10-Passenger Vans, Handicap Accessible Mini-Vans, Luxury Limo-Vans	4/11 to 9/13
U.S. Census Bureau, Tukwila, Washington Enumerator Top producer / interviewer on field team; one of only two enumerators selected for re-hire to work follow-up U.S. Census verification project.	4/10 to 8/10
U.S. West and Qwest (formerly) (presently CenturyLink), Seattle, Washington Call Center, Sales / Customer Service Representative	6/01 to 1/02
Decker Architects, Seattle, Washington Administrative Assistant , promoted from Temporary to Permanent, then promoted to Office Manager	8/97 to 2/00
Federal Aviation Administration; Renton, Washington Special Investigative Assistant (<i>assigned through Washington Army National Guard's Counter-Drug Support Program</i>)	7/92 to 2/94
Islands' Sounder Newspaper, Friday Harbor, Washington Newspaper Reporter and Photographer	6/91 to 11/91
CareerPro, Inc., Bellevue, Washington Office Manager, Assistant Regional Training Manager	8/89 to 6/91

EDUCATIONAL BACKGROUND

University of Washington; Seattle, Washington Bachelor of Arts , Major: Communications (Editorial Journalism) Minor: Sociology Extra-curricular: "The Daily" Newspaper - Staff News Reporter, ASUW Student Government - Governance Committee	9/87 to 6/89
Highline Community College; Des Moines, Washington Paralegal Certification , (American Bar Association Approved Program) Accomplishments: President's List; Vice-President's List; Phi Theta Kappa, National Academic Honor Society Extra-curricular: Highline College Paralegal Association -- Mock Trial Coordinator; Initiated and coordinated entire event, including recruitment, logistics, fact-pattern preparation, PowerPoint presentation of exhibits, preparing jury instructions, client preparation, Spring 2003	3/02 to 6/03
Tacoma Community College (and Pierce College), Tacoma, Washington Associate of Arts and Sciences , Major: Business Minor: Math Coursework: Business Law, Micro-Economics, Macro-Economics, Calculus, Business Math, Psychology, Sociology, Accounting I & II, (including General Ledger, Reconciliation and Auditing), Personnel Management , French I & II Extra-curricular: ASTCC Student Government - Vice President-Personnel ; Academic Honesty Court	3/85 to 8/87

MILITARY HISTORY

Washington Army National Guard, Camp Murray, Tacoma, Washington, Honorable Discharge [Rank: Sergeant (E-5)] Photojournalist [MOS 46Q20J8] Army Commendation Medal, Army Achievement Medal, PLDC Ribbon, Reserve Overseas Ribbon (4 times)	5/86 to 5/96
U.S. Army, 593rd Area Support Group, Fort Lewis, Washington, Honorable Discharge [Rank: Specialist (E-4)] Chaplain's Assistant ([MOS 71M10] Army Achievement Medal, Good Conduct Medal)	3/84 to 3/86

References available upon request.