

SPECIAL TUKWILA POOL METROPOLITAN PARK DISTRICT MEETING

May 23, 2017

6:00 p.m.

Tukwila Library, 14380 Tukwila International Blvd, Tukwila 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.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioners Gengler, Tyson and Zaputil

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Jennafer Price Cargill, Executive Director and Michelle Simpson, Aquatics Manager

Guest- Diane Myers, Aaron Shipman and Sharon Shipman representing TPAC

AGENDA

- TPMPD Organizational Structure Review

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

Commissioner Zaputil suggested that due to the nature of this agenda the board consider taking citizen comments throughout the meeting. The board concurred with the suggestion.

President Frangello-Anderson read the mission vision and values 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.

Commissioner Zaputil introduced three options for a new organizational structure for the TPMPD. During her research, it was discovered that 73% of elected MPD boards use an

executive director model, 91% of those have multiple facilities. She also looked at non-profit community pools, but that is a different type of organization. She distributed copies of options A, B and C to use as talking points to begin the discussion.

Commissioner Gengler stated that at the retreat, she looked at the organizational structure and what it fails to reflect is that 90% of what the board does is pool operations and 10% is district work. The district is needed in order to run the pool, the emphasis needs to be on having very strong management in operations. She is in favor of option B, but it would be very challenging to find a person who would have the skills and experience necessary to be the general manager. It is clear that a good manager is needed who has the experience to know when to hire contractors to provide services or goods as needed. This would enable one person to report to the board and be responsible for everything, but their strength would be in the operations of the pool.

Commissioner Tyson suggested finding a school or university that teaches aquatics to provide some leads on finding a person to fill this position.

Commissioner Zaputil said there is a course of study called Parks and Recreation Administration.

Commissioner Gengler said a person from a Parks and Rec school would know how to run a pool, but may not have knowledge about the bureaucracy of a park district.

Commissioner Zaputil fears that the job would be so specialized that it would almost be impossible to find someone to fill that position. Once filled, if that person were to leave, that would mean a lot of down time searching for a replacement. That is the challenge with option B, although the general manager can hire out the district portion of the position, they would first have to be knowledgeable about what the district portion entails.

Commissioner Neuffer entered the meeting at 6:15 p.m.

Commissioner Zaputil said that when the board was looking at the applicants that applied to the executive director position, although this is for a different position, the board did not receive applicants whose focus was on pool management. It is paramount that a strong aquatics manager is part of the structure.

Commissioner Gengler is seeing a lot of emphasis on the clerk position; on the diagram, the clerk is parallel to the aquatics manager. The clerk is listed as a .5 and the aquatics manager is a full-time position, both would report to the Board of Commissioners. The clerk could not be exempt.

Commissioner Zaputil stated that position could be exempt when the duties test and the financial test are applied.

Commissioner Gengler stated that after looking at the financial aspect of this position, she came up with an hourly wage of \$16.25 per hour, which seems rather low for that position.

Commissioner Zaputil said she did comps in Seattle for legal assistants and \$51,000 per year for full time was the average pay. She cut that in half to come up with the part time wage figure.

Commissioner Tyson asked if it might be a good idea to incorporate the bookkeeping duties as part of the clerk's position.

Commissioner Zaputil said that is a possibility, these are just suggestions and can be configured to suit pool needs.

Commissioner Neuffer asked about how many hours the bookkeeper works on the books. Ms. Price Cargill replied ten hours a week.

Commissioner Zaputil said in figuring the clerk's wage it would be \$25 an hour.

Commissioner Tyson suggested that on the maintenance side of the structure, he would like to see someone in that position with a class 2 boiler license.

Commissioner Gengler likes the general manager structure because she feels they should be able to choose how they want to operate the pool. If the general manager is strong in the clerk skills, then he/she might hire someone to run the pool, or however it works best for all. The board will need reports to make sure the jobs are being done properly, but defining what they have to have in their structure could cause trouble.

Commissioner Neuffer said that a person who understands government is a must for the district. Commissioner Gengler agreed on the importance of that skill.

Commissioner Neuffer feels that skill is worth more than an admin or a clerk because of the compliance that is involved. The board should be in charge of that in model B.

Commissioner Tyson can see that it would be great to have someone with a master's degree in public administration, but with the wages being offered, he does not think that will happen.

Commissioner Gengler is all for education; however, in her opinion what matters most is experience, conscientiousness and integrity. She can look at several parks and recreation centers and see highly paid officials who reflect none of those qualities. She would not be in favor of requiring those degrees because again, the district is 90% operations. On the paperwork side of things, those duties can be taught.

Commissioner Neuffer's concern is bandwidth. If the commissioners are going to be more hands on, that will help determine the model. If not, then someone more specialized will be needed to support the district.

President Frangello-Anderson agreed with that statement and that is the model that the board is using currently, but the board will change, so a new model that will work in the future, moving forward is necessary.

Commissioner Neuffer said there is going to be an election and the outcome is, of course, unknown. Some will put in many hours and some will be serving in other ways. The current model offers more flexibility and eases the bandwidth issues.

Commissioner Gengler feels the pool needs formalized procedures, i.e., how to open the pool, close the pool, where the mats are placed, etc., from operations to park district items. The park district duties include filing forms, keeping up to date on legislation, records keeping, etc.

Commissioner Zaputil said to be fair, the board's attorney found out about the legislation and many other pools had no idea until the board shared that information.

Commissioner Gengler thinks that there are many things that fly under the radar so to speak and a person has to be tenacious to find these things out. Would that be part of this position?

Commissioner Zaputil feels the position that serves the board must be able to advise the board. That it could be part of the job to be signed up with Washington Legislative Update to help facilitate that part of the position.

Commissioner Gengler said that one of the challenges of the pool is not having formalized procedures. She feels if those were available, change in staffing would be easier.

Commissioner Neuffer asked is it the fact that more formalized procedures are needed or just clear expectations about who is responsible for which duties. Commissioner Gengler feels it is both of those.

Commissioner Zaputil asked Ms. Simpson her philosophy on operating a pool as far as having procedures in place, etc. Ms. Simpson replied having policy and procedures in place for everything from emergency action plans to how to back wash a pool properly is vital. Then if someone is hired who has never been a manager before, they would be able to do the job as policy and procedures instruct. The pool is operating, but it needs the procedures written down so everybody can see what needs to be done. The employee handbook is a great start, but more needs to be written. She is working on getting some of these procedures written up and making corrections. Also, having enough staff is essential for running a pool. Understanding the budget is of great importance to know where and if there are funds available for more staffing or equipment.

Commissioner Gengler said part of operating the pool is payroll and human resources. Ms. Simpson agreed that everything from handing out packets to having all the equipment needed for each employee is human resources. Also, having working equipment plus backup equipment ready to go is also essential to operate a pool successfully.

Commissioner Gengler asked Ms. Price Cargill what are the district tasks that are not connected with operations that are expected to be done. Ms. Price Cargill said besides preparing for the monthly meeting, almost everything else is done in support of the operations that she currently handles such as supporting and acting on all the committees, implementing projects in-between meetings and getting the packets ready for the board, which takes about a month to complete.

Commissioner Zaputil would add to that maintaining all the records, that is a large part of the current executive director's job. Commissioner Gengler asked Commissioner Zaputil what does large part mean to her. Commissioner Zaputil said making sure that everything is categorized and filed appropriately, backing up emails, making sure servers are backed up in case a records request is filed. Also, making sure the assets are listed, protected and documenting the status of each one. Managing the elections, coordinating with the attorney, keeping up-to-date on the RCW; these are all district type items and are all part of advising the board.

Commissioner Neuffer would also add filings because they have to be done on certain forms and on certain dates.

Commissioner Zaputil said included in the job would be making sure that the levy is done correctly and coordinating the audits.

Commissioner Neuffer does not feel the aquatics manager should be doing those types of tasks. That is all district work.

Commissioner Gengler said that fingerprinting is HR and that is operations. Commissioner Zaputil said the implementation of the fingerprinting is operations, but the retention of the records and ensuring that is done is district responsibility.

Commissioner Gengler said that the retention of employee files is operations. From her experience working in the school district, there are reports that need to be filed, things have to be done according to OSPI, and she did not know these things when she started, but she learned on the job. It would be interesting to see if the board could find a person in the clerk position to perform all those duties. She thinks the clerks at City Hall make more than what the board is offering and they are also hourly and not exempt.

Commissioner Zaputil is not saying the clerk position would be exempt or non-exempt, that has yet to be determined.

Commissioner Gengler feels that attending marketing meetings and programming meetings are clearly operational duties. Public records request is not about operating the pool, they are about the district.

Commissioner Zaputil said that doing audits and elections and all of that are district duties. She thinks the board is clear on what is operational and what is district. That is part of the reason this was difficult to research because community pools are not run by elected officials. Therefore, the government involvement is not present.

Commissioner Gengler said that this could be contracted out, she believes that the Port Angeles Pool contracts that work out. Commissioner Zaputil replied yes, but it is a \$1,000 a year to do that. She does not feel that is the same model the pool should follow.

Commissioner Gengler agrees with Commissioner Zaputil, she does not think it should be contracted out either, she feels that one person could figure it out. Commissioner Zaputil wondered who would teach this person and the one after that. Commissioner Gengler asked Ms. Price Cargill how she learned her job.

Ms. Price Cargill said she learned most of it on her own and now the knowledge that she has obtained will be leaving the pool. Commissioner Gengler said yes, unless she formalized it and put in procedures. Ms. Price Cargill said she has not had the time to do so.

Commissioner Zaputil stated there is a model C that is an executive director model that would be modified with a different job description to reflect the challenges that have been identified by the research.

Commissioner Neuffer thinks model A would work best, but does not like the title clerk, she feels it should be more of administrator.

Commissioner Tyson thought about calling it a director of operations and compliance as opposed to clerk.

Commissioner Zaputil felt operations would be the pool. One piece that is not clear in this model is advising the board, rather than being a paper pusher.

Commissioner Gengler said on option A, Commissioner Zaputil said that the clerk would support the commissioners. Commissioner Gengler would consider the clerk an offshoot of the commissioners, because how the org chart looks now, the clerk is in charge of the bookkeeper, but the bookkeeper is mostly doing operational tasks. She believes in this model the bookkeeper should report to the aquatics manager and the clerk would be basically responding to the Board of Commissioners.

Commissioner Zaputil agreed that would work; however, that was not the intention when it was created. The clerk would be responsible for all the financial pieces and the bookkeeper would also be working with the aquatics manager. The administrator would be working for the board, helping with the budget, and doing all the district duties is how she saw the job.

Commissioner Gengler wondered why the government person would be working with the budget. Commissioner Zaputil said they would be working with the aquatics manager to bring it to the board and facilitate it.

Commissioner Gengler said if the budget is about operating the pool, she thinks that the government person, at budget time, would communicate to the aquatics manager what is

needed to be put in the budget to support the park district. Her concern is that the aquatics manager should own the budget.

Commissioner Zaputil would like to see the clerk supporting the board and the board protecting the money. She would like to see the clerk have strong finance skills and making sure the money is where it needs to be. That would entail making sure the bookkeeper is using the correct GL codes and making sure it all gets reported properly. The bookkeeper will have to work with both operations and the district.

Commissioner Neuffer said when it comes to the aquatics manager, she thinks that person should not be too deep into the budget because of the checks and balances aspect of budgeting. If the aquatics manager has something coming up that will upset the budget, they can let the board know about it. She feels the aquatics manager should be responsible for operations, training, staffing, policies and procedures in risk management.

Commissioner Gengler understands what Commissioner Neuffer is saying; however, Ms. Simpson has shared that the person who is running pool lives and dies by the budget. Operations, in her opinion, needs to own the budget. There has to be oversight and money for the district expenses. The aquatics manager is not a huge part of the budget development, they may feel less connected to the pool.

Commissioner Neuffer feels that there is already a budget model where they can plug in the numbers and know the budget limits.

Commissioner Gengler and Ms. Simpson attended the Finance Committee Meeting and reviewed the budget. Ms. Simpson had several good ideas about finding out how amounts were arrived at and what the purpose was for some expenditures. Commissioner Gengler was unable to answer her questions because there were not detailed notes about things. Ms. Simpson said when she creates a budget, she keeps detailed notes so that if there are any questions, she has answers. There is a budget template, but changes may need to be done, but once the planning is done, then the pool can operate knowing they have the budget and the notes to back it up.

Commissioner Neuffer thinks the board is ultimately responsible for making sure the budget balances and for having the people in place who can issue warnings if things are going off balance. The aquatics manager will be a huge part of that, of course, but one of the things the district has is a strong Financial Oversight Committee with good participation. In her opinion, the clerk position should know that budget and should be reporting to the board as well, like another layer of oversight. She feels communication should come from more than one source. That way the board can understand what is going on at the pool much like a check and balance on the budget.

Commissioner Gengler believes that operations owned the budget because they are the ones that spend it, but having another set of eyes for oversight is a good policy.

Commissioner Neuffer said the board is ultimately responsible for the budget, it is just how to put in checks and balances so that no matter who is in those positions, they will be checking each other along with the board.

Commissioner Gengler thinks that it needs to be clear that these two positions do not report to each other. They may work together on certain items, but do not manage each other.

Commissioner Zaputil said operations and the government person will be working together on things like audits or cash handling.

Commissioner Gengler likes the other option because everything can be fluid. She does not understand why the bookkeeper should report to the government person because they are mostly doing operations work.

Commissioner Zaputil said the bookkeeper is tasked with handling records and she would put the bookkeeper in-between the aquatics manager and the clerk. She feels those three positions will need to work together.

Commissioner Gengler asked Ms. Simpson what her thoughts were on this issue. Ms. Simpson could see both sides. She is not sure what the bookkeeper could do to support the clerk, but the bookkeeper will do more for operations. Commissioner Gengler said from her view, the bookkeeper works more with operations. Ms. Simpson said that is what she has witnessed at this point.

Commissioner Zaputil stated as an example of where the clerk and the bookkeeper would have to work together is in the instance of the King County voucher system. The bookkeeper prepares the vouchers for paying vendors and gives them to the clerk for distribution.

President Frangello-Anderson said the checks and balances are between the bookkeeper and aquatics manager because there is a difference between the board and operations in what the bookkeeper does.

Commissioner Neuffer and Commissioner Tyson commented about where HR would fall in this org chart. Commissioner Neuffer thought the aquatics manager would wind up handling the bulk of the HR and turn to the attorney for advice when needed. Also, the board may have to step in if there was an investigation.

Commissioner Tyson would like to see the board closer to the personnel and the personnel decisions as opposed to micro managing choosing colors for a mural. He would like to be more involved with the staff and the hiring decisions.

Commissioner Gengler said hiring the staff for the pool falls under the purview of the aquatics manager.

Commissioner Tyson agreed that the aquatics manager was the person most able to evaluate candidates for hire.

Commissioner Gengler said there is nothing stopping board members from getting to know the staff. She does not think board members should be privy to employee records. In this district pool business, there are layers due to the fingerprinting and the RCWs. The government person should not be hiring lifeguards.

Commissioner Zaputil said one option for HR is to contract out the service if the board feels the district needs more support.

Ms. Simpson asked how that would work; would the aquatics manager hire someone and then send to a third party to do the paperwork.

Commissioner Zaputil said it would depend on what services are needed. Commissioner Gengler said that a service could be hired to the level that is required to support the human resources needs. Also, they could give advice and tips for improving management, termination language, etc. There are all kinds of resources that can be used depending on what would help the district and the pool run smoothly.

Commissioner Neuffer said that when she thinks about those HR services, she thought they were limited on what they were able to offer. If there was a problem with an employee stealing, the service would not get involved with that situation.

Both Commissioner Gengler and Commissioner Zaputil said that when they researched this kind of service, they were development orientated with videos and training.

Commissioner Neuffer asked for confirmation that the service was training the employees to do those things, they do not actually perform the service. Commissioner Gengler said that was correct.

Commissioner Neuffer suggested some of the training could be done via WCIA and it would be free of charge and then the attorney is always there to give advice.

Commissioner Gengler talked about administering benefits, which an HR service could do as well as paychecks.

Commissioner Tyson brought to the board's attention that he did not see where HR is on the org chart. Commissioner Zaputil said it is under operations.

Commissioner Gengler said the aquatics manager has the ability to hire positions they feel are needed to support operations.

Commissioner Zaputil said they could create a position like maintenance or contract it out every time. Those decisions would depend on what the budget would allow.

Ms. Simpson asked if HR was under the job description for the administrative director position. The answer was no. She would think of an administrative director as a person who would do the administrative duties and part of the HR job.

Commissioner Zaputil said the job would entail more than administrative work, it is government work.

Ms. Simpson thought that whatever title this position is given, they would also do some of the HR work. She would do the hiring, but then they would take over and do part of the bookkeeping duties like transferring funds.

Commissioner Zaputil said the job description would be flexible. Ms. Price Cargill feels the problem is this is all theory. In the past, the board had a different person in that role with no oversight and that did not work out well. Her advice was to not design this structure around a person, but make sure whoever is in any position, that there is strong supervision in place to keep things on track.

Commissioner Neuffer feels the major difficulty with the previous position as referred to in Ms. Price Cargill comment, is that it was undefined. The duties were never clear and there was no real oversight of the administrator although there was oversight of the aquatics manager.

Commissioner Gengler stated that the board can try a model to support the structure to see if it works out and adjust the parts that may not be working as well as they can. She agrees that positions should not be created for a person; however, people fill positions. The administrative director had a technical background and seemed to spend time on computers which was not necessarily part of the duties. The board needs to get reports that will help them with operations such as turnover reports. More data is needed to understand what is happening with operations.

Commissioner Neuffer sees that data as divided between the aquatics manager and the government person. She is trying to get it straight what the duties are of both positions and feels the reports would have to come from both positions.

Commissioner Zaputil said a simple answer to the titles might be aquatics manager and district manager.

President Frangello-Anderson agrees that operations are 90% of what is done with the pool and the district manager would have to be able to support and work with the aquatics manager. The clerk title does not make that clear.

Commissioner Neuffer said her understanding of the word 'manager' is those people have the power to hire and terminate and she does not see this position as having that kind of power.

Commissioner Gengler asked if the board is only interested in option A and ready to dismiss the other two. President Frangello-Anderson feels that option A seems to be favored, but the clerk title has to be changed.

Commissioner Zaputil said she would move the bookkeeper in-between the aquatics manager and the government person.

Commissioner Neuffer thought that it may just be a matter of report distribution. The reports the board receives should also be sent to the aquatics manager.

Commissioner Gengler asked Ms. Simpson if she has had a bookkeeper work with her in her previous employment. Ms. Simpson said no, she had not. Commissioner Gengler asked if she sent her cash and billing to an accounting department. Ms. Simpson said yes, she would create invoices and give the GL code to use for those funds. She was responsible for her budget.

Commissioner Gengler asked Ms. Simpson if, in her past experience working as the manager or director, she created the budget, figured out the revenue, programming and the like. Ms. Simpson said that was true. Commissioner Gengler said that the only difference here is 80% of the revenue comes from taxes. Commissioner Zaputil said the government person would be responsible to provide that number. At budget time, the government person would state tax revenue would be whatever it is, but the pool person would tell them what is needed to operate the pool. Then the aquatics manager would write the invoices with GL codes and hand them to the person who puts them in the system.

Commissioner Zaputil stated this is a perfect example of why communication and coordination are so important.

MOVED BY COMMISSIONER GENGLER TO REMOVE OPTION C FROM CONTENTION, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-1) WITH COMMISSIONER ZAPUTIL VOTING "NAY".

President Frangello-Anderson said it seems to her the board is favoring option A with possible job title changes. Commissioner Gengler favors option B, but there is no need to eliminate option B at this point.

Commissioner Neuffer would like to hear the strengths of option B from Commissioner Gengler's point of view. Commissioner Gengler said that in this option there is only one person in charge and they would get to choose how they would like to structure the pool. They would understand that there are MPD items, district items and the operational items.

Commissioner Neuffer asked if that would mean the general manager has more discretion and taking on some aquatics manager and government responsibilities. Commissioner Gengler said the general manager would be responsible to see that both of those responsibilities are done.

Commissioner Neuffer asked where would the aquatics manager be in the model.

Commissioner Gengler said wherever the general manager wants to put them in the structure. Everything would be up to the general manager knowing the budget and using the staff to the best advantage of the district and the pool.

Commissioner Neuffer asked would Commissioner Gengler envision that person taking the budget and then hiring HR staff and would they also be responsible for vendor contracts.

Commissioner Zaputil said the largest distinction between option B and the executive director model would be that this would have a much higher focus on someone who is very strong in operations, but also has to know the district. It is a highly specialized job and that is the challenge with the position. Also, if that person should leave the position, finding a replacement quickly could prove difficult.

Commissioner Neuffer thinks that explanation was what she was struggling with and that helped clear that up for her. The other thing she is struggling with is having all those responsibilities makes the job more than a full-time position which would cause the individual in the position undue stress.

Commissioner Gengler when looking at this model, it does give a lot of power to one person; however, this position is very strong in operations. They may not know about the district duties, but that can be taught. The board has tried other structures and she can understand if the commissioners do not want this model. She would like to hear from the Shipman's about their experiences in the industry and if they feel having one person in charge is not the way to run a pool.

Commissioner Zaputil said it is not just about the pool, there is a government element to this job even though it is a small portion, it is a very significant. Commissioner Gengler replied when looking at option A, the clerk should have nothing to do with operations. Their job should be to support the board. The aquatics manager would give the information to the bookkeeper who would enter it, but two managers at that position will not work.

Ms. Shipman personally believes that if there is going to be an aquatics manager, they know what needs to be done at the pool. That is where the disconnect is, the board loves and wants to be involved with the pool, but the commissioners do not have the same knowledge as the aquatics manager. She would recommend finding someone to do the district work and support the board. Ms. Simpson said that would make the operations officer focus on operations.

Diane Myers, TPAC agrees with Ms. Shipman, but she sees the position as supporting the board and the bookkeeper. However, she asked would this person also support the operations side by running reports, etc. She likes option A, but the org chart and the title need to be changed

Commissioner Neuffer feels that option A is the best choice even though 90% of what is done here is operation that other 10% of district work is very time consuming and it is important that it is done correctly. That person also has to deal with the politics because any commission is going to have some level of drama.

Commissioner Gengler does not understand what Commissioner Neuffer is talking about and Commissioner Neuffer said that all the commissioners here get along pretty well, but that may not always be the case. Even when everyone is getting along, each has different ideas and may

be expressing those ideas to the person in the government position. Supporting a board is more than just completing tasks, there is some emotional energy and political savvy that is required in order to deal with a government entity.

Commissioner Zaputil suggested the title of district administrator. President Frangello-Anderson liked that title. Commissioner Gengler felt it sounds like a higher level than the aquatics manager. President Frangello-Anderson suggested a compliance director or administrator. Commissioner Zaputil said it sounds very specialized to her. Commissioner Neuffer thought if someone came in with a safety concern, they might think that was compliance.

Commissioner Gengler said that there may be times when commissioners disagree or are inappropriate, but that would be the president's domain. Commissioner Neuffer clarified that her comment was just concerning bandwidth. Commissioner Gengler does not want this position person engaging with commissioners when there is work or research to be done. It would be so easy to slip into operations and she feels that should be guarded against.

Ms. Price Cargill said how about the fact that this person would have five different bosses who wanted different things and having to balance all those things.

Commissioner Gengler does not think the commissioners would be going to the clerk with ideas for new events, or whatever. Hopefully, that would be a good enough manager to put it in an email and include President Frangello-Anderson and the aquatics manager. If that person is feeling overwhelmed, it is up to them to say something to President Frangello-Anderson and figure out a way to handle this.

Commissioner Zaputil thought Commissioner Gengler brought up an excellent point. In model A, care needs to be used to not overwhelm this person, maybe a commissioner handbook would be a good thing to create and North Whidbey has one that the board could refer to when writing their own. The board would have to set strong perimeters as to the flow of information so that the aquatics manager is not overwhelmed. Her suggestion was to filter information through the president.

Commissioner Neuffer thinks the board could work on having discipline about communication. Perhaps there could be some policy and procedure in place. Keeping in mind that elected officials may not follow the rules.

Diane Myers, TPAC asked Ms. Price Cargill to give an example of a day when Commissioner Zaputil would email her. Ms. Price Cargill said they did not always happen on the same day. Sometimes a commissioner would request all the contracts the pool district has, that is a four-hour project. They are not all loaded up in the computer so it is not simply done by pressing a button. Those requests do not always consider the amount of time it takes to complete. Oftentimes she will get those type of requests when she is already overwhelmed with other work that needs to be finished and it proves oftentimes to be much more than can be done within a twenty-eight-hour week. She found that it was nearly impossible to respond back in a

way that was politically correct to say that she did not have time to do that right now because everyone is her boss.

Commissioner Neuffer said that the commissioners can do that as well as the public and the person in that position has to get it done, or at least give a timeline as to when it can be finished. Commissioner Gengler said that is true; however, from the backend if the contracts, in this case, were kept in a contract file, separated by year they would be easier to locate. Ms. Price Cargill commented that it requires time to put a system together and there was never time to organize one. Commissioner Gengler replied that yes, it does take time to create these types of files and systems and the pool needs to take the time to create these things.

MOVED BY COMMISSIONER ZAPUTIL TO MOVE FORWARD WITH THE GENERAL IDEA OF OPTION A WITHOUT BEING MARRIED TO THE CURRENT JOB TITLES, SECONDED BY COMMISSIONER TYSON. *

Commissioner Neuffer feels of all of the models brought forward, A seems to be the most in line with both the board's experience and may be possible to have this structure work, but she does have some concerns. She thinks that finding an employee to fill the role at the pay offered could be difficult. President Frangello-Anderson agrees with Commissioner Neuffer.

Commissioner Tyson said that goes back to his earlier comment about the bookkeeper be included in the clerk position and bring that position up to full-time.

Commissioner Gengler asked how much does the bookkeeper make per hour currently and Ms. Price Cargill replied \$15 per hour and that the district is lucky to have the bookkeeper and the skill set she brings. Commissioner Zaputil does not feel it is the best interest of the district to talk about eliminating anyone who is doing the job right now. Incorporating duties in the future may be something to look at.

Commissioner Neuffer thinks the board should evaluate the type of person who may apply and the skill set they will bring before merging any positions.

Commissioner Zaputil thought it may be a good idea to come up with committees to explore what are comp jobs and how many hours it might require to complete tasks.

Commissioner Gengler suggests that in the job description, *budget development* is replaced with *budget auditing*. The board agreed that would make sense.

Commissioner Tyson said before the break, there is a motion on the floor that needs to be voted on.

Commissioner Zaputil said the motion is just to approve option A, perhaps the vote can be called and then have discussion about the rest of the details.

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

**MOVED BY COMMISSIONER NEUFFER TO TAKE A FIVE-MINUTE BREAK,
SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (5-0).**

President Frangello-Anderson called the meeting to recess for five minutes. The meeting was called back to order at 8:01 p.m.

President Frangello-Anderson summarized the proceedings up to this point. Option A has been chosen as the new structure for the district.

Commissioner Zaputil suggested that any strong feelings about the new structure be voiced. She also suggested creating an Ad Hoc Committee to work on the job description. Commissioner Gengler, Commissioner Zaputil and Commissioner Frangello-Anderson expressed interest in being member on that committee. However, only two can be on the committee, but all input is welcome. Commissioner Zaputil and President Frangello-Anderson are appointed to the Ad Hoc Committee with TPAC.

Commissioner Zaputil asked the board if anyone on the board had any strong feelings about the job description.

Commissioner Neuffer feels delineated tasks or duties will be key to making this work.

Ms. Simpson suggests operations manager and district administrator. Commissioner Zaputil said anyone, including staff, can email their suggestions for job title.

**MOVED BY COMMISSIONER ZAPUTIL TO CREATE AN AD HOC COMMITTEE
FOR THE PURPOSE OF CREATING A JOB DESCRIPTION, SALARY RANGE AND
DUTIES FOR BOARD ADMINISTRATIVE TYPE POSITION, SECONDED BY
COMMISSIONER GENGLER. MOTION CARRIED (5-0).**

Commissioner Tyson feels strongly about maintenance and that person having a background in that field. Commissioner Zaputil said that would be under operations.

Commissioner Gengler thought the district operations director could choose how they want to staff the positions needed.

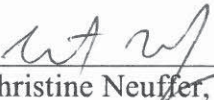
Commissioner Tyson was talking more about assignments than structure and he would like to have someone with a class 2 boiler license.

Commissioner Zaputil said she feels the timeline for the Ad Hoc Committee would be they have to be back by the 5th of June.

President Frangello-Anderson asked if another special meeting should be held on June 5th or wait until the next regular meeting on June 12th, Commissioner Zaputil said she did not want to wait until June 12th. President Frangello-Anderson set a special meeting for June 5th.

ADJOURNMENT

**MOVED BY COMMISSIONER TYSON TO ADJOURN THE MEETING, SECONDED
BY COMMISSIONER ZAPUTIL AT 8:11 P.M. MOTION CARRIED (5-0).**



Christine Neuffer, Clerk of the Board of Commissioners

06/16/17
Date