

SPECIAL TUKWILA POOL METROPOLITAN PARK DISTRICT

May 11, 2017

5:30 p.m.

Boulevard Park Library, 1215 Roseberg Ave S., Seattle, WA 98168

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

President of the Board: President Frangello-Anderson called the meeting to order at 5:30 p.m.
President Frangello-Anderson.

The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER ZAPUTIL AND COMMISSIONER NEUFFER UNTIL SHE ARRIVES, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (3-0).

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

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

AGENDA

- Executive Director Transition Plan
- Job title

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER TYSON. MOTION CARRIED (3-0).

CITIZEN COMMENTS

None

EXECUTIVE DIRECTOR TRANSITION PLAN

Commissioner Gengler stated that at the previous regular meeting of the TPMPD, a motion was made to eliminate the executive director position and there is a termination clause of thirty days. That is the timeline for the transition; however, part of the agenda tonight is to create a job posting or develop a position and she is not prepared to do this now. The reason she made the motion is because she does not feel the current organization structure is the working for the district. She has been researching how to fill the duties once the transition has happened.

President Frangello-Anderson said that Commissioner Zaputil sent the board an email with her thoughts and comments about the transition. President Frangello-Anderson felt some ideas could be discussed about job description.

Commissioner Gengler said there are certain tasks that need to be done during the transition and beyond; however, she would like to take time to create positions. She feels the Commissioner Zaputil's comments can be used as a working document.

Commissioner Neuffer arrived at the meeting at 5:39 p.m.

Commissioner Gengler is happy to use Commissioner Zaputil's comments as a working document and a starting point.

President Frangello-Anderson agreed that the job title portion of the meeting will need to be discussed at another meeting.

Commissioner Tyson has come up with a proposal to split the duties between three different supervisors within the pool's structure. One would be aquatics, second would be compliance and operations, and third would be maintenance.

Commissioner Gengler asked Commissioner Tyson to clarify if he was speaking about during the transition or long term. She thinks that all three of those areas need to be dealt with in either case.

Commissioner Tyson would like to identify staff that could take on those responsibilities within the thirty days. A list of duties under those three headings would have to be drawn up to see if that would handle all the duties necessary to operate the pool.

Commissioner Gengler suggested that the board look at the document that Commissioner Zaputil created and also reference the document that was created when the administrative director position was eliminated. She is concerned that these items on both documents are addressed during the transition period so things do not fall through the cracks.

President Frangello-Anderson agreed that there needs to be a plan in place during and after the transition.

Commissioner Gengler understood there was a letter sent out to staff authored by President Frangello-Anderson.

Ms. Simpson stated the letter was not sent out via email, but posted at the pool.

Commissioner Gengler asked if Ms. Price Cargill intended to do a thirty-day transition.

Ms. Price Cargill said she informed President Frangello-Anderson that she felt it was better for her to not be at the pool right now because it was better for the staff to be unaware of what was happening until the board knew what was happening. She did not want to add to the staff's

sense of uncertainty as that would not be productive. She asked that no letter go out until she had a chance to send one out. To avoid any questions, she has been working from home these past several days.

Commissioner Gengler summarized that she understood Ms. Price Cargill to say she wanted to send out a letter letting the staff know what was happening. Ms. Price Cargill agreed that was her desire that she had expressed to President Frangello-Anderson.

Commissioner Gengler said that communication was one of the challenges that has been ongoing; however, President Frangello-Anderson choose to send out a letter in the best interest of the board. That letter was to state that the executive director position has been eliminated and there will be a transition. Commissioner Gengler stated, so going forward, is it Ms. Price Cargill's intention to work through the transition period.

Ms. Price Cargill stated that was what she has been asked to do.

Commissioner Gengler asked does that mean Ms. Price Cargill is going to work during that time. Ms. Price Cargill replied that she was unaware there was an option. If she did not work, she would be abandoning her job and that is not something she would do.

Commissioner Gengler said everybody has an option as stated in the employee manual. Ms. Price Cargill stated that she would work the thirty days.

Commissioner Neuffer wondered if the attorney should be involved in this discussion to see if the board could agree to terminate earlier and ensure that Ms. Price Cargill would be eligible for unemployment.

Ms. Price Cargill said particularly since she is not being allowed to do her job, which is to communicate with the staff, and the board has been doing that without her knowledge, which makes it difficult to perform her duties.

Commissioner Gengler stated that Ms. Price Cargill has expressed a desire to write a letter; however, no letter appeared. The board felt that something had to be communicated to staff to let them know what was happening.

Ms. Price Cargill said the letter would have been issued after this meeting once there was some clarity to communicate with the staff. The purpose of the letter was to wait until there was a plan and then communicate that with the staff.

Commissioner Gengler stated the letter from the board basically communicated what happened at the Monday meeting, which was a public meeting. What she heard from Commissioner Neuffer is can the board decide to withgo the thirty-days and can the board have a discussion about that topic.

Commissioner Neuffer, to her understanding of the contract is that if all parties agree, the contract can be amended which would leave Ms. Price Cargill in a better position.

Commissioner Neuffer wants to take care of the employee.

Commissioner Gengler agrees that taking care of employees is her desire also. She is not sure if the attorney needs to be involved with this decision. The purpose of tonight's meeting is the transition because the position has been eliminated. That affects someone which is unfortunate; however, that has happened before. Ms. Price Cargill still has information to pass on to other managers who do not currently know and/or may need to know.

Ms. Price Cargill stated she has been working on a document for the past several days with specific details on how to do everything.

Commissioner Neuffer appreciates those efforts. If an agreement could be reached for Ms. Price Cargill to leave earlier that everyone could live with to continue to assist with the transition. This is part of the transition discussion.

Commissioner Gengler is hesitant to make any kind of decision without a positive nod from the attorney. That should not take much time, but she would be more comfortable if the attorney looked at wherever agreement is drafted.

Commissioner Neuffer said she did not feel a motion is needed, but the attorney should be contacted before any agreement is signed.

President Frangello-Anderson stated she will contact the attorney, but she does not feel there would be an issue.

Commissioner Gengler asked if an amicable agreement that would not endanger the ability to be eligible for unemployment and be supported by Ms. Price Cargill could be reached, would that be agreeable. Ms. Price Cargill replied that she would agree to that arrangement.

President Frangello-Anderson will follow-up and keep the board informed via email.

Commissioner Gengler said that clarity is needed from the attorney and if this does require a motion, then a special meeting would be required. In referencing the document from Commissioner Zaputil, she listed the duties that would need to be performed by the board, which is most of the responsibilities of the executive director.

Commissioner Gengler would like to go through that list and see which duties can be given to the aquatics manager as operational, since she has expressed interest in some of those tasks.

President Frangello-Anderson said that the first thing on the list is can operations take over Paychex and there are no issues with that. Secondly, can operations take over scheduling and Ms. Simpson stated she is already performing that duty. Lastly, can operations take over Rec 1 and Ms. Simpson responded with a question to whether there was training on Rec 1.

Commissioner Gengler said that it sounds like Ms. Price Cargill will help train Ms. Simpson during the transition.

Commissioner Gengler said that when the pool first looked at Rec 1, there was and is a website, so there must be a way to get some training. Ms. Price Cargill said she was willing to help Ms. Simpson learn the system.

Ms. Simpson feels there must be Rec 1 training, but the staff does use Rec 1. However, there is a backend of the software which involves much more in the reporting and is more difficult to use.

Commissioner Neuffer feels she could take over a lot of the clerk-type duties listed such as sending out notices of meetings, coordination with the transcriptionist for minutes and the like. However, she does not have a working printer at home.

President Frangello-Anderson said Commissioner Neuffer would need access to the website. Ms. Price Cargill stated that Ms. Simpson has her own access to the website and could post the meeting announcements to the website.

Ms. Price Cargill stated that Ms. Simpson has administrative privileges so she can provide access to anyone who needs to use it.

President Frangello-Anderson said in summary, Commissioner Neuffer could take on the notices of meetings and the packets. Commissioner Neuffer said she is not sure if she can do the entire packets; however, she could take on contact with Lady of Letters, Inc. regarding the minutes. The packet contents come from different sources.

Commissioner Gengler thinks that many heavy tasks were inherited from the City. In her researching of how other pools run, she feels the board has become too formal as it is now. She is willing to take over creating the packets for the time being and going forward, a discussion should be had about what the board needs and what is needed to keep the public informed.

Commissioner Neuffer stated that this is a very labor intensive program. President Frangello-Anderson said that is what the City has always had and TPMPD is just following that precedent.

Commissioner Gengler told Commissioner Neuffer she is willing to help with the packets and the board should be able to handle the minutes.

President Frangello-Anderson said she has been sending the audios to Lady of Letters and would be happy to handle receiving and editing of the minutes. Ms. Price Cargill stated she has been sending notes about times, motions, spelling of people's names and any other notations. Lady of Letters staff rely on those notes to get the minutes into the correct form. President Frangello-Anderson said she will do that as well.

President Frangello-Anderson asked about performing records retention posting and performing record requests and whether or not there is a procedure for that. Ms. Price Cargill said there has not been one since she has been at TPMPD; however, there is a form on the website with a procedure to follow.

Commissioner Gengler said the most of the past records should be digitized and the current records are on the website already. A records request has a five-day response time.

Commissioner Gengler wants to know where the email address is that records requests are sent to so that it can be checked daily. Ms. Price Cargill said everything electronic is on the server and there are several branches to the server. There is a district branch, an operations branch and President Frangello-Anderson asked who has access to all the branches. Ms. Price Cargill has tried to give Ms. Simpson servers access, but that failed, so she is still looking for the answer to that issue.

President Frangello-Anderson would take on the election coordination.

Commissioner Neuffer suggested that policy review and editing could be done by the specific committee that is asking for the policy, i.e., finance committee, which could be assigned as needed.

Commissioner Gengler thinks procedure review and editing would depend on whether it is operations or some other area. This is not necessarily an everyday task, but someone should serve as a point person for reviews.

Commissioner Neuffer will be attending the TPAC meetings, so she would be the most likely candidate to take on the task of communication with the TPAC Committee. However, the minutes of the TPAC meetings should be sent to Commissioner Gengler for now so they may be included in the packets.

President Frangello-Anderson speaking about who will be responsible for the support for the Girl Scout project. Swatches should be in by Monday and there will be a short meeting on Saturday at 3:15 to approve colors.

Commissioner Gengler asked Ms. Price Cargill if she felt she could continue to work on this project. Ms. Price Cargill said she feels this project should transition to TPAC. President Frangello-Anderson asked Mr. Shipman if he would be the contact for this project and he said that would be fine. Ms. Price Cargill said Beth from the Girl Scouts needs to have some sort of formal advisor on the project.

President Frangello-Anderson asked Commissioner Tyson if he has been in contact with Beth, but that has yet to happen. However, he was able to make contact with Mr. Brodin about street signs and the pool can have six additional signs.

President Frangello-Anderson stated she would be the named advisor on Beth's project. Ms. Price Cargill has taken a picture of the wall in its current state.

Moving onto the financial issues, which are the budget including mid-year review and amendment. Commissioner Gengler has spoken with Ms. Simpson and she has expressed interest in working with the budget. Commissioner Gengler asked Ms. Simpson if she would be interested in taking on this task. Ms. Simpson replied in the affirmative, she would although she has many questions about the budget and she plans on attending the finance meeting going forward. She would like to have the board's support.

Commissioner Neuffer said that the language would have to be reviewed with her.

President Frangello-Anderson asked Ms. Price Cargill if she can finish the state audit report before she leaves the district. Ms. Price Cargill stated that it involves a lot of work; first is going through the expenditures for the previous year and then going to the state website, recording all that data plus other details. President Frangello-Anderson asked where this data comes from and Ms. Price Cargill said it was something that the accountant usually does; however, he taught her how to complete the task.

President Frangello-Anderson thought that Mr. Dance, the accountant, could do this for the pool given the proper documents. Ms. Price Cargill has not started on this project and Mr. Dance has access to everything he needs to complete this report. He would do the coordination on the audit as well.

Commissioner Tyson announced that there is a chance that he would resign his position before the end of his term. He would know for sure by May 19th.

The board discussed what would happen in that case, could the board appoint someone for the remainder of the term, does it just go vacant until the next election. President Frangello-Anderson will ask King County what this would entail and report back.

The next item on the list is voucher signatures and King County Finance coordination. Commissioner Neuffer said she signs one side of the vouchers and wondered who would sign the other side. Ms. Price Cargill there is a new form that needs to be completed by the entire board assigning somebody as the second signature and she believes President Frangello-Anderson is already assigned as the second signature.

Commissioner Gengler asked Ms. Price Cargill if she had access to that information and Ms. Price Cargill replied, yes, she does.

President Frangello-Anderson said the bookkeeper works ten hours a week to do the bookkeeping. Ms. Price Cargill stated that Kristine, the bookkeeper, is spending a lot of time doing front desk work, so her hours do run over.

Commissioner Gengler said if operations is just doing the finance work, how would what impact the bookkeeper's hours. Ms. Simpson replied that she would release her from desk work so she could just focus on the bookkeeping. Ms. Simpson asked if the bookkeeper did the

deposits or would she need to pick up that task. Ms. Price Cargill said there should be two different controls, one person doing the bookkeeping and another doing the daily deposits. Commissioner Gengler feels all the rest of the items on Commissioner Zaputil's list could be done by operations.

President Frangello-Anderson asked about the procedure when the bills come in, do they go to Ms. Price Cargill. Ms. Price Cargill said they go to her and the whole board for feedback and from there they are given to the bookkeeper.

President Frangello-Anderson said that the bills would now go to Ms. Simpson so she could code them and send them on. Ms. Price Cargill did not understand what the question was when she gave the last answer, the bookkeeper receives the bills directly and she codes them and then gives them to Ms. Price Cargill.

Ms. Simpson stated she would probably receive the bills first and then pass them onto the bookkeeper. As far as deposits, she needs to know which bank to use. Ms. Price Cargill has been doing the deposits weekly. Ms. Simpson also needs to be shown how to get into the safe.

Commissioner Gengler said there are some things Ms. Simpson needs to be trained on and is relying on Ms. Price Cargill and Ms. Simpson to work out a schedule for that training. Ms. Simpson asked if she will be signing the paychecks. Ms. Price Cargill said no, the accountant does that or another signer on the account.

President Frangello-Anderson asked about when then input for next week's paychecks start. Ms. Simpson said it would start the 16th. Ms. Price Cargill said there is a three-day window to get all the data to Paychex and have the checks in hand to give to the employees.

Ms. Simpson said that doing the data input for the paychecks is something she has experience with and is comfortable with the task. Ms. Price Cargill will work with Ms. Simpson on more training with this duty.

President Frangello-Anderson said the next item on the list is King County grants and she is unaware if there are any grants currently. Ms. Price Cargill stated that it is possible Commissioner Zaputil is talking about King County Best Starts for Kids which is about getting younger swimmers swim lessons paid for. There is an informational session to learn about this grant.

President Frangello-Anderson felt that someone from the board or operations could attend this meeting.

Ms. Price Cargill stated that Ms. Simpson is up on all the IT the pool currently uses and has all passwords needed.

President Frangello-Anderson asked about rack space and if operations maintains that or is there a vendor that handles that maintenance. Ms. Price Cargill said that she was unaware of any issues with rack space. Whenever a new staff member needs a new email address or if a

commissioner leaves, all that person's emails are archived on the rack space, which is on the server.

Commissioner Gengler thinks that best practices and procedures need to be developed, if it is not done regularly, and feels that it is an operational task. These types of details can be delegated to someone who is qualified to complete the task and be overseen by Ms. Simpson.

Ms. Simpson asked who should be called if there is an emergency. The lists of emergency phone numbers need to be updated.

President Frangello-Anderson asked if the Valley View meeting space has been reserved for the year. Ms. Price Cargill said, yes, it has been reserved and if there is an issue, then she calls Valley View. President Frangello-Anderson then asked about the key to the building. Ms. Price Cargill said the key was assigned to her and she will be returning it.

President Frangello-Anderson feels she would be the best contact person for holding the key and will contact Valley View to get a key.

Commissioner Gengler asked Ms. Simpson if she felt staff could keep the website updated. Ms. Simpson felt certain she would be able to delegate this task to qualified staff.

President Frangello-Anderson stated that the executive director's email should be directed to her once Ms. Price Cargill leaves employment.

President Frangello-Anderson asked about the weekly backup on the hard drive. Ms. Price Cargill said that the external hard drive has been located, but does need a new cable. The current cable is on loan.

President Frangello-Anderson asked if everything on the server gets backup and how often. Ms. Price Cargill stated she has not been able to complete this task prior to receiving the cord for backing up the equipment; however, Mr. Perkins was supposed to be doing a complete server backup weekly. Ms. Price Cargill has been doing the backup since discovering the equipment. It is a very easy task to perform.

Commissioner Gengler will take over the ILA agreement with communication.

President Frangello-Anderson asked about contract review; is it with vendors or staff. Ms. Price Cargill said there is both, she finished drafting a long-term rental agreement and that is under review with the attorney. Commissioner Neuffer feels the rental agreement should go into programming.

Ms. Price Cargill said that the long-term vendor agreements between Mr. Snure and Lady of Letters and all contracted officers need to be revised to meet WCIA recommendations. The audit of 2016 provided language that should be inserted into the contracts to make them more current and accurate. President Frangello-Anderson will take on this task of updating these

contracts when it is time to renew them and they are on the website. The Word version of these documents are on the server.

President Frangello-Anderson felt that HR records should be an operations task. Ms. Simpson asked about the finger-printing, etc. Ms. Price Cargill will also train Ms. Simpson on all of the HR records, finger-printing and filing.

Commissioner Gengler thinks that scholarship review and approval is also an operational concern.

President Frangello-Anderson will contact the attorney about exit plan for the executive director. Ms. Price Cargill is working on a document that identifies all needed duties. Commissioner Gengler said the documentation would be handed over at the exit interview as has been done in the past by the committee.

President Frangello-Anderson asked if the Exit Interview Committee should be chosen now. President Frangello-Anderson and Commissioner Gengler will be the Transition Committee.

Ms. Price Cargill has the list of updated contacts and will forward them to Ms. Simpson and President Frangello-Anderson.

President Frangello-Anderson said that her assumption is that decisions like fixing the boiler would go through the board. Ms. Price Cargill stated the estimate from Roto-Rooter to fix the boiler is over the \$5,000 limit, so that goes to the Finance Committee. That is the only estimate currently.

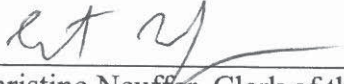
Commissioner Gengler suggests that Ms. Simpson reach out to President Frangello-Anderson to answer any questions that Ms. Price Cargill may not be able to solve. MRSC is a resource that can and should be used for smaller projects. Ms. Simpson said that makes more sense now as to who to go to for answers.

Commissioner Gengler asked Ms. Price Cargill for clarification about her preference for her to be off site before the thirty days. Ms. Price Cargill said, yes, that is her preference; however, as long as she is here, she needs to be in the loop.

Commissioner Gengler said the unknown at this time is how long is Ms. Price Cargill is available to help transition the pool. Commissioner Gengler suggested that everything Ms. Simpson presents to Ms. Price Cargill, should also be emailed to President Frangello-Anderson during this transition time.

ADJOURNMENT

COMMISSIONER TYSON MADE MOTION TO ADJOURN, COMMISSIONER GENGLER SECONDED



Christine Neuffer, Clerk of the Board

06/16/17
Date