

TUKWILA POOL METROPOLITAN PARK DISTRICT

May 8, 2017

6:00 p.m.

Valley View Sewer District Conference Room

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:

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.

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 include 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

06/16/17
Date