

DRAFT SPECIAL TUKWILA POOL METROPOLITAN PARK DISTRICT

July 24, 2017

6:00 p.m.

Tukwila Library, 14380 Tukwila International Blvd, Tukwila WA 98168

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by President Frangello-Anderson.

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.

The Pledge of Allegiance was recited.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were President, Frangello-Anderson, Commissioners Gengler, Neuffer and Zaputil

Also present were the first district administrator candidate, Abe Dawano along with Sharon and Aaron Shipman and Diane Myers from the TPAC Committee.

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

AGENDA

District Administrator Interviews

1. Abe Dawano
2. Richard Rabe

President Frangello-Anderson asked Mr. Dawano if he was able to complete the performance task assigned by Ms. Simpson.

Mr. Dawano was not aware of the assignment and, therefore, did not complete the task.

President Frangello-Anderson asked if he would please do so and then send it in to the board. There is a list of questions that will be asked, the first one is what about this job description interested you?

Mr. Dawano said to be honest, it has been some time since he has looked at the job description, when he went back to locate it, it was no longer there, so he could not respond to the question. However, he was interested in the different tasks the job contained. President Frangello-Anderson handed Mr. Dawano a copy of the job posting and then gave him a few moments to refresh his memory.

Commissioner Neuffer asked the next question which is what would be the first three things you would do if hired and where do you see yourself in five years?

Mr. Dawano said that he would like to understand the whole scope of work that is done in the pool district so he could become part of the team. He would get involved with the team and learn the different tasks that are involved. His five-year goal is to be in real estate, select properties, find houses and rent them out. It is a very lucrative business, so he wants to get his license.

Commissioner Gengler asked Mr. Dawano to tell the board about his strengths and weakness.

Mr. Dawano said his best skills are being able to bring people together and leadership. At his university, he was the president of the International Student Association which was quite different from high school. His understanding during this time is that the students came there empty handed, but they did not come empty headed. Being able to interact with these international students on campus and working with them on projects, he could see his own leadership potential by associating with these students and getting an education. As a domestic student, he was able to call on that reference. His strength is his leadership and being able to cross sell. His weakness is that he has a tendency to overwork himself, he does not know when to quit.

Commissioner Zaputil asked what was the toughest feedback he had received and how did he respond to it.

Mr. Dawano said the toughest feedback that he received was that, at his university, they were doing campus awareness of what are international and domestic student relations. He was like this in front of a faculty, we had drawn a board out to what could we do to better the relationship on campus. He came up with an idea, let's open a dialog, let's open up a discussion so the communities could come and participate in it and see what could bloom from that. The criticism he received was that most people on the board wanted to be politically correct and they were not going with what had other people's rallies, yeah it is a great idea, let's do it, so when he got that confrontation, it was a learning moment. There is a code that the school had to abide by so trying to push the envelope a little bit made people uncomfortable. That was my situation, we cannot make the campus uncomfortable which was actually a needed thing on campus.

President Frangello-Anderson asked when are he was the most satisfied at his job.

Mr. Dawano said that he is very incentive driven. The way he sees it, a person can never get motivated the way a person did the first time, so the only thing to do it just get it done. Getting it done just give you a better internal feeling when you complete a task versus when you do not. It leaves you hanging, it is easy to do it, but it is also easy not to do it, so you just have to choose to do it.

President Frangello-Anderson asked Mr. Dawano what he meant by incentive driven.

Mr. Dawano said there is a financial incentive or there is also personal incentive to complete a task in a timely fashion, it is very important and is self-fulfilling.

Commissioner Neuffer asked what is his preferred work style environment?

Mr. Dawano said he likes a combination of team and also just do things alone. If the task does not involve a number of people, it is better to do it alone. But it is not always possible to get people to come by with the same energy that you bring to the table, he would rather do it himself. But he likes the idea of working with a team, he has worked with teams many times. Through that you understand different perspectives from the group and that brings better ideas to the table that could be better than the one that is currently being explored.

Commissioner Gengler asked Mr. Dawano to tell the board about a meaningful experience he had serving a cause and what about it made him want to do more?

Mr. Dawano said, just out of college he was involved with a non-profit organization, that was cool. Interaction with other cultures is that other countries do not warehouse their grandparents, instead they keep them around their offspring because old people might be old, but they have wisdom. They have been around a long time so continued exposure, exposing grandparents to children, creates a more optimistic future because grandparents can nurture them about the past and would be a great help in guiding them, creating good citizens essentially. So, they created that organization and he served as the financial advisor by preparing budgets, different ways to raise money, doing fund raising and things like that. That was a very interesting cause to him, working with great people and also, his colleagues. That was a very important thing that he did right out of college that he can say that was worthwhile.

Commissioner Zaputil gave the next question which was, when had he been asked to do too much and how did he respond?

Mr. Dawano said he did not feel he had ever been asked to do too much.

President Frangello-Anderson asked, if he had supported or worked in a special purpose district or a similar type of organization? She also asked him to describe his experience and please provide any challenges he had and improvements made.

Mr. Dawano asked to take the question in two parts and said that he has not worked in a special district.

President Frangello-Anderson repeated the second part of the question which is to describe his experience and please provide any challenges he had and improvements made.

Mr. Dawano said he has worked with traumatic brain injury clients when he was in college and worked with them for three and a half years. Often times they were veterans from Iraq and Afghanistan; they come back with post-traumatic stress disorder. Some of them have cognitive disorders so they cannot manage their finances. So, he kind of took over their finances and managed two houses where he took them on their daily activities, medication, things like that. Mainly he pretty much handled their finances, he would allocate them properly and pay their bills on time.

President Frangello-Anderson asked about the improvements made.

Mr. Dawano said that one particular client that he worked with, he was able to increase his reading. He was reading thirty words a minute to sixty-seven words a minute; that improvement was made over a three-month course. This was an extremely high behavioral client that was exposed to lead poisoning as a child in the war in Romania. The client was kept in an orphanage where there were not a lot of people that were able to take care of him. As a result, he had a brain disorder. Mr. Dawano did not want to go in-depth about that, but he was able to help him improve his reading and his obsession with books is insane. That was fulfilling, often times he would take him off campus so he was exposed to other students because he always aspired to be a good student. He loved math and not being able to fully comprehend different equations was a challenge. Mr. Dawano was helping him doing that.

Commissioner Neuffer asked the next question which stated that this is a small purpose district with limited resources. This position includes clerical work for example, creating agendas and serving as the delegated public record officer. Mr. Dawano was asked to please expand on his experience and qualifications.

Mr. Dawano said his first exposure to clerical work was in college, which was not a very high skilled job, but an experience he had. He was exposed to different computer methods and he was just making the teachers job easier. He was doing a lot of errands, keeping files in order. While working in a finance company, he maintained order and organization was the key in regards to filing things appropriately and organizing the files by different types of loans. This is only experience he has had in clerical duties.

Commissioner Gengler asked the last question which was, does Mr. Dawano have any questions or clarifications the board can provide? Before he answered that, she stated that clerical work would be things like putting together this packet.

Mr. Dawano said he did a lot of preparing folders, created pamphlets for marketing and he had also worked with his brother who is a wedding photographer. He worked with his brother's equipment and has experience in editing workshops and things like that.

Commissioner Gengler asked if Mr. Dawano had any questions for the board?

Mr. Dawano said he would like to know what kind of system the district is using, what would be his daily task and what would hours be delegated to that?

President Frangello-Anderson said that currently, the position is part-time twenty-five hours. The systems are varied. She did not know how much he would be working with Rec 1, which is a recreation software. In addition, there is QuickBooks and a lot of the Microsoft programs like Word, Excel, and other various clerical programs. He would be using Adobe for creating PDFs and for creating packages.

Commissioner Zaputil said there is also an interface with the webmail for taking care of commissioner's email and the website also, which is important for the board.

Commissioner Gengler stated that the Nexus server is part of the tasks and public record requests. If someone requested to see what the job description was for the district administrator, whoever fills this position would provide that to them. All records are kept online and posting those are part of the tasks assigned to this position.

Mr. Dawano asked if he would be posting to a web page or Facebook?

President Frangello-Anderson stated that there is a website and Facebook which will need to be kept current at all times.

Commissioner Gengler said the term that has been used a lot is special purpose district and that is a governmental term because in order to create a taxing district in Washington State, it needs to be like a city or a special purpose district of which there are many. This special purpose district is a special purpose district pool and this board is the pool portion of this. The Tukwila Pool Metropolitan Park District and so, the district has to maintain records. Because it is a district there are laws to be followed and postings must be done. Also, the district must be in compliance and there are audits to be performed so this position is very governmental. This position oversees the district portion. The swimming pool is all about swimming, and that would not be the main concern of this position. However, in order to operate the pool, this special purpose district had to be created.

The special purpose district subsidizes the operations of the pool. This position oversees the entire budget as well as being responsible for their own particular budget which would include the commissioners and other items. The district supplies the revenue, so it is a necessary evil because, obviously, we are in the pool business where people can swim and learn to swim as well as do all kinds of fun things. However, pools are very expensive and in order to continue to operate this one, citizens formed a special purpose district. This district has taxing ability and can confiscate property, but as far as governmental work, it is a lot less than the City would be. There are certain things that have to be done such as each year the levy has to be determined and the paperwork that goes with that decision has to be filed. If it is not filed on time, the pool receives no funds. The district revenue for the year is about \$800,000 and the pool revenue is

about \$200,000 so, without the levy funds, the pool cannot operate. Mr. Dawano was asked if it sounded interesting to him?

Mr. Dawano said that it did sound interesting and that it would create a huge void if the levy fund were not there.

Commissioner Zaputil further explained that when talking about systems, this position would coordinate with the district accountant on the audits and the bookkeeper, who does all the journal entries. The district goes through a voucher system with King County in order to pay bills. This position would be overseeing that part of it, which means interfacing with King County Elections to a small degree. Also, this position would interface with the district accountant. It is a very interesting and varied position.

Commissioner Gengler said that this position is a very independent position and most everyone else, except the bookkeeper, is in operations. The position requires the person to be very independent as well as very organized and efficient because the person can set up their own filing system.

Mr. Dawano asked if the technology is provided for this position.

President Frangello-Anderson assured him that the technology is already in place.

Commissioner Gengler asked Mr. Dawano if, during his tour of the facilities, he was taken downstairs to the boiler room because there are a lot of records down there that he could be dealing with at some point.

Mr. Dawano said he was not taken downstairs. He then asked if he would work from home or in the office.

President Frangello-Anderson stated he would work in the office.

Mr. Dawano asked what the hours would be.

President Frangello-Anderson said the hours have not been set at this point, it is up to twenty-five hours a week. The bookkeeper is in there as well, so the space would be shared. The hours would preferably be during the day as that is the time most business would need to occur, but there are no set hours yet.

Commissioner Zaputil said the hours are flexible, but they need to be approved usually by the board president.

Mr. Dawano asked how long the district has been in existence.

Commissioner Gengler stated that the swimming pool was poised to close. There were a bunch of pools called Forward Thrust pools that were created in the '60s and '70s by King County and were placed near schools to teach kids how to swim. In 2003, King County realized they could no longer afford to keep the pools open and divested themselves of the pools. This particular

pool was taken over by the City of Tukwila. The City soon realized that more revenue was needed to keep the pool open. There were a group of citizens that helped save the pool and created the special purpose district, but the City Council continued on as the governance. Then two years ago, this board took over the governance of the district and it is now completely independent of the City.

Mr. Dawano asked about the revenue the pool receives and where that comes from.

Commissioner Gengler said the \$800,000 comes from tax levies and the \$200,000 is the income generated by the pool. The district administrator audits the budget so if they see any opportunities to increase revenue or decrease expenditures, that information would need to be shared with the board. The City of Tukwila is a small city with a large shopping center, so there is a nice tax base; however, the residents are not wealthy, which means there is a lot of need and diversity in the community. The pool does offer scholarships to citizens who qualify to be able to have swim lessons and use of the pool.

Commissioner Gengler also explained that the pages in the job information packet contains the job duties and has resources attached.

Mr. Dawano asked what is he to do this packet after the interview?

Commissioner Gengler explained that the performance test is in the packet and consists of two parts. One is to create summary minutes from the minutes enclosed and then, review the sample of the procurement policy and make any edits or corrections to improve those forms.

Commissioner Zaputil asked President Frangello-Anderson what is the time frame for Mr. Dawano to complete and return this test. President Frangello-Anderson said she would like to have them tomorrow by 5:00 if Mr. Dawano feels that is doable.

Mr. Dawano felt that he would be able to make that deadline. President Frangello-Anderson said the results he creates can be scanned and emailed.

Commissioner Gengler said that what is wanted is basically a couple of pages, the important part of the detail from the minutes and his correction to the form.

Mr. Dawano said he will be able to do that by tomorrow at 5:00 p.m. He asked when he might expect to hear back from the board as to whether or not he is chosen for the position.

President Frangello-Anderson said hopefully, by the end of the week.

Commissioner Zaputil motion to temporarily adjourn, Commissioner Gengler seconded

President Frangello-Anderson asked the second candidate, Mr. Rabe, if he had completed the performance test.

Mr. Rabe stated he had and brought three copies.

President Frangello-Anderson thanked Mr. Rabe for also including his references. She said there is a list of questions that will be asked, the first one is what about this job description interested him?

Mr. Rabe said that the job description is very similar to what he has been doing most recently at Kaiser Permanente; there he was the jack of all trades. He did ordering of supplies, scanning and archiving documents for offsite storage. He took care of the kitchen, the supply room, and the scanning work was 70% of his work and it was very detail oriented. Essentially, it was like quality control because the HR department processes documents with 90%-95% reliability and accuracy. So, he was the last pair of eyes to look over the documents before electronic retrieval storage. For example, when a new employee was hired, they were given an offer letter and the salary on that letter may not coincide with what would be on the application and job description paperwork, but it had to be by law. So, he would have to go back to make sure all the corrections and changes were made. It is that kind of detail that seems to fit his skill set. The other thing that was intriguing to him was that he has been living in Tukwila for twenty-five years, he lives at the Terrace, and loves that they have an outdoor swimming pool and loves getting wet, so that sounded interesting.

Commissioner Neuffer asked the next question which was what would be the first three things he would do if hired and where do he see himself in five years?

Mr. Rabe said number one would be reading; he has done a lot of online research. He has read the last three Board of Commissioners meetings minutes, which means he has a lot of history to catch up on as well as reading the financial reports to get a handle on those, where the pool is and where it needs to be going. Which brought up a question; he understands that there is a financial aspect to this position. He had done a quick review of the budget, he would like to know what is the most concerning thing financially that the pool faces?

Commissioner Gengler stated that currently the Finance Committee is working on the 2017-2018 budget. If he looked at the current finances, the reason that there is not a surplus of revenue is due to outstanding debts which will be serviced for the next several years.

Mr. Rabe asked if that was from past bonds?

Commissioner Gengler replied in the affirmative and that two years ago there was a vote to see if the governance of the pool could be changed from the Ad Hoc Committee, which was City Council acting, to what the board is now. Before the levy, the City loaned the pool some funds.

Commissioner Zaputil explained that the first one was an operational loan because it takes a cycle to get put into the budget and so it would be about a year before the district would receive funds. So, the City loaned the district about \$1.1 million for operating funds. Commissioner Gengler said the second loan was for capital improvements.

Commissioner Zaputil stated that the second loan was a bonded loan through the City because they had bond rating and the district was too new to get the good rate the City would get. The City Council, at the time, were the commissioners so it made sense.

Mr. Rabe asked when the loans are scheduled to retire.

Commissioner Gengler stated that they will both be paid off by 2023. Currently, the revenue brought in from the levy is about \$800,000 a year and the pools revenue is about \$200,000. Generally, pools are not money-making operations, but the vision and goal here is to run it efficiently so that money that is received is used help our community. There are many children in this area that do not know how to swim and they do not have the resources to learn so, that is part of the goal. At this point, the worry is about operations and maintenance issues because there is not a large buffer. As part of the budgeting strategy, there is \$50,000 set aside for upcoming capital improvements. The pool operations are helping people swim and the district administrator does not work with pool operations. The district administrator does audit the budget and the board is looking for opportunities to increase revenue, but a lot of the budget is owned by operations because they are the ones who spend the money.

Commissioner Neuffer repeated part of the question which was where do Mr. Rabe see himself in five years?

Mr. Rabe stated that pretty much right where he is now. He fell in love with Tukwila because it is not only a diverse community, it is a growing and vibrant community. He just adores his neighbors, but could do without the cars going by with the loud radios. He has met many people in Tukwila that have demonstrated human compassion and caring. He is involved with Action Tukwila and when they did the potluck last year, he was able to meet some great people at Church by the Side of the Road. On a professional level, he has been a paralegal since 2004.

Commissioner Gengler asked Mr. Rabe to tell the board about his strengths and weakness.

Mr. Rabe said his strengths are attention to detail. He has done a lot of proof reading in his professional life which is why attention to detail and organizational skills are part of his strengths. Mr. Rabe gave the board an example of why filing is important by relating a story of a past meeting with the Adjunct General who told him make it a goal to only touch each piece of paper once and that is how you stay on top of things. As far as weakness, his love for pizza and he pays too much attention to sports.

Commissioner Zaputil asked what was the toughest feedback he had received and how did he respond to it?

Mr. Rabe said when he worked at a sandwich shop and was let go because the manager said he was slow. He did not feel the sandwich shop was like fast food places because everything was done as it was ordered. Then he joined the Army and had to get fast really quick.
President Frangello-Anderson asked when he is the most satisfied at his job?

Mr. Rabe said when he feels he is doing a job well, usually the first three to six months, he knows what to expect and the morning after the first cup of coffee does not present crisis after crisis. Usually jobs have a certain amount of crisis, if they did not, why would they pay you? He thinks the thing that he thrives on is some sense of the people he is being supervised by, or working for, appreciate the efforts that he makes. That he is not just ignored and considered that he gets paid for it so does not expect any appreciation, which happens all the time.

Commissioner Neuffer asked what is his preferred work style and environment?

Mr. Rabe said that eighty-percent of the time, he can just do what he needs to do and ten to twenty percent or less of the time to interact with his supervisor to make sure that he is on the right track, get his daily questions answered and find out about anything that has switched focus or is now emerging on the horizon. For the most part, he has always done well working on his own, unsupervised. He has been a manager of people quite a bit and would rather not manage other people again.

Commissioner Zaputil stated that this position does not supervise anyone directly other than co-supervise the bookkeeper with the aquatics manager.

Mr. Rabe said that would be fine.

Commissioner Gengler asked Mr. Rabe to tell the board about a meaningful experience serving a cause and what about it made him want to do more?

Mr. Rabe said several years ago he was part of a youth group sponsored by his church. They traveled around singing and doing skits. What motivated him was that it was a very thoughtful expression of faith. It was not that they were being told to do it, but instead it was if the youth group believed the same thing, here is how to make that work. When you take risks in life and step out in faith, the rewards are going to be there because this is just how the universe works.

Commissioner Zaputil gave the next question is was, when had he been asked to do too much and how did he respond?

Mr. Rabe said he once had a temp job at a sawmill and his daily duties were to check the saw blades. If the blades were not right, everything could be damaged. In order to test the blades, one must take each blade out of a rack and take a 2x4 and bang it on the blade. At the end of the day, his arm was vibrating. He called the agency to say he just could not do it another day. When it is too much, you just have to step away and re-evaluate whether the reward is worth it. If they figured out how to do the job besides using a 2x4, he might have gone back.

When he was working for Kaiser Permanente, they moved campuses and at the new campus there was less room for the employees. When the HR department made the move, they discovered there were tons of files that could not be destroyed. Those files were sent to the Tech Department where Mr. Rabe worked before that part of the company moved and he was tasked with archiving all those files. There was a system to them, the files in the A boxes were people who could be rehired, files in the B boxes were questionable rehires and C were never

rehire. So, the C boxes files could never be destroyed even after the seven-year window because the lawyers determined there was a risk. He went through the eighteen boxes and found thirteen were C boxes of never rehires, but had never been recorded or archived into any kind of data base. They asked him to do that and he told them he would, but he would need an extra twenty hours a week to accomplish that on top of his regular duties. That never happened and he left their employ when the contract expired.

President Frangello-Anderson asked, if he had supported or worked in a special purpose district or a similar type of organization? She also asked him to describe his experience and please provide any challenges he had and improvements made.

Mr. Rabe said the short answer is no. He has worked in government at the Federal Aviation Administration and King County Metro. He has done a lot of volunteer work with Action Tukwila and with the King County Regional Housing Justice Project where people who are being evicted for reasons other than non-payment need representation, but often times they cannot afford it, so the representation has to be pro bono. He is familiar with fund raising as he did that with the Gospel Mission. Every year he helped with a Prayer Breakfast to raise funds for the Open Door Free Legal Clinic for the homeless downtown. Generally, the attendance is about one hundred to one hundred and twenty lawyers and their associates, friends and relatives. The donation total is generally about \$55,000-\$60,000.

A friend of his, Alan Ekberg, has been trying to get him to sign up for one of the committees, most recently, the Oversight Committee, for the safety bond. He declined based on several things mostly, whether or not those committee members are bonded and insured. Mr. Ekberg assured him that they were.

Commissioner Neuffer asked the next question. She stated that this is a small purpose district with limited resources. This position includes clerical work for example, creating agendas and serving as the delegated public record officer. She asked him to please expand on his experience and qualifications.

Mr. Rabe said his first experience in clerical work was as the recording secretary of his fraternity. He did all the meeting minutes and agenda production for the Gospel Mission Open Door Legal Services. They have meetings of Board of Directors every other week and he prepares all the documentation. He is familiar with how agendas are created and distributed.

Commissioner Gengler asked Mr. Rabe if he had any questions for the board?

Mr. Rabe wondered why is this position open right now?

President Frangello-Anderson said this is a new position, there was an executive director and that model did not work so, the board made a decision to eliminate the executive director position. The board made the decision that what was needed is a district administrator to serve the district.

Mr. Rabe asked if this current position is a redefining of the executive director position?

Commissioner Gengler said the executive director was the top position in the org chart and they were responsible for operations as well as district. The pool is 80% operations and 20% district; however, the revenue is opposite. The board felt those two needed to be separated. Operations and the district have some overlap, mostly in financial areas. The district administrator has to keep an eye on that budget; however, they oversee the operations budget as well as perform audits. If the district administrator sees areas to improve revenue or decrease expenses, they would then bring them up to the board. The only managerial aspect of this position is over the bookkeeper, but that is shared with operations.

Mr. Rabe understands what the primary functions of this position is and asked what functions are not listed in the job description?

Commissioner Zaputil said the critical function is communication between all parties. Making sure everyone is on the same page and understands what is happening.

Commissioner Gengler thinks it is even more than communication, it is relationship building. What did not work was having one person in charge of two different functions. So, now there will be two people responsible for their own areas and both accountable to the board. Both positions need to be highly functional.

Mr. Rabe asked about the updates to the website.

Commissioner Gengler has been doing this for the district. Operations deals with the front page of the site and what this position would be doing is using Word Press and uploading minutes and agendas to the website.

Mr. Rabe asked if there is any HTML or coding required for the updates?

Commissioner Gengler said no, it is just uploading documents.

Mr. Rabe asked how success would be characterized in this position? How would performance be measured?

President Frangello-Anderson said communication is key and has to be very open and transparent with all parties involved. There will be different people asking for his assistance, so being very flexible is also important.

Commissioner Zaputil said there is a performance review procedure in the Employee Handbook, currently reviews are done every three months. This may need some changes, but the rule for success is following procedures.

Commissioner Neuffer feels one of the most important things is integrity such as following through on projects. One of the aspects of communication is there may be many requests of his time and letting people know the priorities of the schedule of work that needs to be performed must be communicated. This position is governmental and political. In her opinion, she feels the district is technocratic in the sense that people are not doing this for political reasons.

Commissioner Gengler said that success in this position, from her perspective, is having agendas done on time so that the commissioners have time to review them. Uber success would be someone who is able to look at policies and see issues. Super success would be taking initiative and cleaning up stacks of records, coming up with a plan to archive them following the rules from the state. Basically, success is having the people who work with the district administrator be able to work together that includes developing relationships with board members. She went on to explain about the opening in the board and elections. The board is looking for someone who will retain employment and be a steadying influence.

Mr. Rabe asked if the board member's appointments are staggered for the six-year terms?

Commissioner Zaputil said they are staggered, every two years, so there will not be whole new board every six years.

Commissioner Gengler works with the school district and there are three seats coming up for election and none of the old directors have chosen to run again. So, there will be three new directors on the school board next year. Even though terms are staggered, that does not mean things cannot change.

Mr. Rabe asked how would the board characterize this position in the future? Is this an experiment and can the position disappear in a couple of years?

President Frangello-Anderson does not see this position disappearing. The executive director model did not work for the district. The district administrator is a new position that can grow, but the future is not always known.

Commissioner Zaputil said that what the board knows is that these duties need to be done, so the certainty is this job has duties assigned to it that are unique to district related jobs and she does not see this position going away as these duties have to be completed. She gave Mr. Rabe a history of the why the board created this position.

Mr. Rabe said that the thing he is looking for is stability in his life.

Commissioner Zaputil stated the goal is stability and having the right person in place will make it better and easier.

Commissioner Neuffer said it is also important for the taxpayers to have stability in this position. The district needs stability, someone who can get things done on time, see when something is going off course, knows what to do about it and who to contact.

Mr. Rabe said this position sounds very close to what he was doing at his last place of employment. He told the story of what he found when at his last position and what had happened to the person he replaced. He said that place was not in order and he cleaned it up while making procedures for the job so it could continue on without interruption if new people were taking over the position. He asked about how this new position is structured.

Commissioner Zaputil said this is a twenty to twenty-five hour a week position.

Mr. Rabe wanted to know how many hours the executive director worked per week.

Commissioner Zaputil said they worked twenty-eight hours, but some of those duties have been shifted to operations.

Mr. Rabe asked if the board felt the goals of getting things done in the desired timeframe were realistic to do on a part-time basis.

Commissioner Gengler said that this is a very small district.

Commissioner Zaputil stated that one of the benefits of going without support from time to time was the board was able to gather a good idea of what this job would need in hours. There may be weeks, like around the audit, where more time would be involved, but on average twenty to twenty-five hours should be all the hours required. When there is an extra work load, the board is very understanding as long as the need is communicated.

Mr. Rabe said in his experience, when a person starts a new job, it is more intense; however, once the needed knowledge is attained, things will run more smoothly, does the board agree with that?

Commissioner Zaputil said yes, and one more thing that may not have been made clear in the job description is although it says the position is the delegated public records officer, there will be some training that will be required and the board understands this.

Commissioner Gengler stated that there is not a lot of profit in the pool, so the job was structured as a part-time position with that in mind. If someone says a job is forty hours a week, that means, to her, that there will be work to be done all forty hours. She does not expect someone to become an uber success quickly. The district simply does not have room in the budget for additional hours.

Mr. Rabe asked where does the board see this job going in coming years?

Commissioner Gengler stated that the district administrator will be part of that discussion and in planning to grow the district. She wants what is best for the district and that will require everyone on board to consider things that might be uncomfortable.

Commissioner Zaputil said to be clear, all attendance at meetings will be paid.

Commissioner Gengler stated what may not be clear is the number of meetings held by the board, generally, there is only one meeting per month. The other meeting that the district administrator would attend would be the Finance Committee meeting which is also monthly. Mr. Rabe asked when the board expects to make a decision?

President Frangello-Anderson said the goal is to make a decision by the end of the week.

Mr. Rabe asked when would the chosen candidate be expected to begin?

President Frangello-Anderson said as soon as they are available, they could start Monday or sooner if the board makes a decision earlier.

Mr. Rabe said he is unencumbered and wanted to know how he will hear about the decision.

President Frangello-Anderson said he would hear from her and it will likely be via email unless a phone call is preferred.

Mr. Rabe said email would be fine with him and he left the meeting.

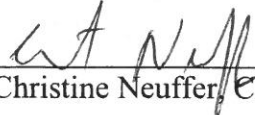
President Frangello-Anderson called the board into executive session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110. until 8:30 p.m.

President Frangello-Anderson called the meeting back to order from executive session at 8:40 p.m.

Motion by Commissioner Zaputil to have the president check the references on Richard Rabe and, providing they are positive, offer the position as presented in the packet to Mr. Rabe, seconded by Commissioner Gengler. Motion carried (4-0).

ADJOURNMENT

Motion by Commissioner Gengler to adjourn the meeting, seconded by Commissioner Zaputil. Motion carried (4-0).



Christine Neuffer, Clerk of the Board