

# TUKWILA POOL METROPOLITAN PARK DISTRICT

October 9, 2017

6:00 p.m.

Valley View Sewer District Conference Room  
3460 S. 148<sup>th</sup> Street, Tukwila, WA 98168

## BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

### 1. CALL TO ORDER

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

**TPMPD VISION AND MISSION STATEMENT** was read by President Frangello-Anderson.

**THE PLEDGE OF ALLEGIANCE** was recited by the attendees.

### ROLL CALL

#### *TUKWILA POOL METROPOLITAN PARK DISTRICT COMMISSIONERS*

Present were: Commissioner Ellen Gengler, Commissioner Christine Neuffer, Commissioner Vanessa Zaputil, Commissioner Diane Myers, and President Jeri Frangello-Anderson.

#### *TUKWILA POOL METROPOLITAN PARK DISTRICT REPRESENTATIVES*

Present were: Michelle Simpson, Director of Aquatics Operations; Richard Rabe, District Administrator

#### *MEMBERS OF THE TUKWILA COMMUNITY*

Present were: David Puki; Kim McCoy

### 2. AGENDA

**MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER MYERS.** Adjustments to the order of the agenda to move item 6.f. to 4.c. and item 6.a. to 6.f. was Moved by Commissioner Zaputil, Seconded by Commissioner Neuffer, and passed without objection, (5-0). The **Primary MOTION CARRIED (5-0)**.

### 3. CITIZEN COMMENTS

**MOVED BY COMMISSIONER ZAPUTIL TO ACCEPT CITIZEN COMMENT THAT WAS REQUESTED OUTSIDE OF THE AGENDA ORDER. SECONDED BY COMMISSIONER GENGLER. MOTION CARRIED (5-0).**

Kim McCoy, Assistant Aquatics Manager for the Tukwila Pool, spoke about his ongoing studies in Computer System Security at North Seattle College, and offered his services to the Board for IT support, to be performed as part of his normally scheduled work hours.

### 4. CONSENT AGENDA

- a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, September 11, 2017. President Frangello-Anderson invited discussion. No further discussion took place.

**COMMISSIONER GENGLER MOVED TO APPROVE THE MINUTES OF AUGUST 7, 2017. COMMISSIONER MYERS SECONDED THE MOTION. MOTION CARRIED (5-0).**

**COMMISSIONER GENGLER MOVED TO APPROVE THE APPOINTMENT OF IVAN COCKRUM TO THE TUKWILA POOL ADVISORY COMMITTEE. COMMISSIONER ZAPUTIL SECONDED.**

Dave Puki asked if Mr. Cockrum is still running to be elected as a TPMPD Commissioner? President Frangello-Anderson answered in the affirmative. Commissioner Myers said she intends to resume membership with TPAC when her present term as Commissioner ends.

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

b.) Approval of Vouchers

President Frangello-Anderson invited discussion, to which there was none.

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

## **5. REPORTS**

a.) Commissioners Reports

Commissioner Myers had no report. She asked Michelle Simpson about expectations for future power outages. Ms. Simpson said more are expected to be announced by Seattle City Light.

Commissioner Neuffer reported that she attended the Foster Park event where she met several City of Tukwila politicians, and commented that it was a good opportunity to make connections and build positive relationships.

Commissioner Gengler reported that there will be a Finance Committee meeting in two days, at 4:00 p.m. She also attended the [BoC] retreat, and attended the September Special Event. She said she took a Financial Statement training and HR (Human Resources) training, and will have information to share with Michelle Simpson and Commissioner Zaputil from those trainings.

Commissioner Zaputil reported that she attended the retreat, and will be at the upcoming Finance Committee meeting, and plans to attend the upcoming audit meeting, and report back to the Board about what the focus of the audit will be.

President Frangello-Anderson reported that she will pick up pumpkins for the October Special Event, and do photos for the Facebook page. She informed that the Programming Committee meeting will be Monday, October 16<sup>th</sup>, and the Marketing Committee meeting will be Monday, October 30<sup>th</sup>.

b.) Director of Aquatic Operations Report

Michelle Simpson reported Jessica [Stiles] taught a lifeguarding class, but none of the attendees were interested in working at the Tukwila Pool because they live too far away. Simpson contacted the Kent-Meridian Pool, but they don't have any lifeguards to share. The Lifeguards' In-Service was conducted on Sept. 29<sup>th</sup>, practicing CPR, water-rescues, and trained staff to use REC1 and to do swim lesson registration at the front desk.

Swim Lessons: The comparison from last year was skewed because in 2016 registrations in for October were taken in September, but were not begun in 2017 until October 2<sup>nd</sup>.

Rentals: in 2016 the September amount was \$10,000 even, and \$5,547.00 in 2017. However, in the first week of October, revenue from rentals was \$21,742.69. Whitewater paid \$6,400 so they have a \$0 balance. CAAT paid for August and September (due Oct. 1<sup>st</sup>). Kennedy High School paid for the girls' swim team and the boys' water polo team. We have not received payment from Foster High School, which was due Oct. 1<sup>st</sup>. Follow-up is planned.

Facility Update: An unplanned power outage occurred September 25<sup>th</sup>, the circulation pump was not working, so McKinstry told us how to bypass the variable control, which has to be replaced. Finance Committee approved replacement cost. Replacement is scheduled. Simpson spoke about the CO<sup>2</sup> tank fuse replacement and re-pressurization, as well as handicapped shower handle repair in the women's locker room.

Important Dates: A planned power outage will occur on October 15<sup>th</sup> and the Pumpkin Plunge will happen October 21<sup>st</sup>. Volunteers are needed for the Pumpkin Plunge. On Halloween Night we will pass out candy and free swim passes (Jeri Frangello-Anderson's idea).

Merchandise Sales: An increase has occurred for both taxable and non-taxable merchandise.

Pass Sales: Pass sales are down compared to last year, but General Admission sales are up from \$18K to \$24K.

Special Events: So far, we have taken in about \$50.00 more this year over last year at Special Events.

Commissioner Gengler asked about staffing issues. Simpson said a couple of hours of staff overtime is needed each week, and when lifeguards get sick, scheduling problems arise. She needs more lifeguards. They are maxed out on hours. Another issue is that three out of four applicants couldn't pass the swim test (to be hired.) It's not just pass/fail for how many laps they can swim; they have to be strong enough to pull someone from the water. Commissioner Zaputil brainstormed recruiting ideas with Simpson. Simpson said we are recruiting though advertising on Indeed.com, Facebook and our own website, and Ivan [Cockrum] is on the list of four people to take the Lifeguard Class in November.

Commissioner Gengler suggested a report be created based on usage on hours and days of the week to help manage staff scheduling. Programming changes may be needed due to staff shortages. Commissioner Zaputil positively recognized the Lifeguard of the Month program.

Ken Spencer of CAAT renewed their contract through February instead of through May because the hours of pool availability are yet to be determined.

Short Term Rentals: In 2016 we took in \$321.00 but in 2017 it was \$939.00, from parties and Seattle Synchro, the Dive Team, and Alaska Airlines.

#### c.) District Administrator Report

Richard Rabe reported that he talked to Brandon Adams of Cascade Computer Maintenance, who suggested that if the Commissioners want remote electronic access to the District Files then he can set

up. Rabe mentioned that Kim McCoy also volunteered that he can also do this set-up himself, if so desired.

The Ricoh contract will lapse in March 2018. Alternatives should be researched.

Rabe reported that the Authorized Signatures form was processed by King County, and is now in effect.

Rabe reported that the P-Card was received and activated, although not yet used.

Rabe reported that at the Public Records Officer training in Lakewood on Sept. 14<sup>th</sup> it was learned that the Washington State Archives office has a facility in Bellevue, at Bellevue Community College, and they have a budget and resources to do document appraisals for archiving decisions.

MRSC training in fiduciary responsibility will be Nov. 1<sup>st</sup> in DuPont, WA. Registered are Commissioner Gengler, Commissioner Zaputil, District Administrator and the Director of Aquatics Operations.

BARS training on Nov. 29<sup>th</sup> in Renton, WA, for the District Administrator and the Director of Aquatics Operations.

Bi-Annual audit will begin Tuesday, Oct. 10<sup>th</sup>, Commissioner Zaputil, Bookkeeper Kristine Selleck and the D.A. in attendance. The auditor's name is Brandi Breaux. She will prepare her "scope of audit" informational report, which will be reported back to the BoC when received.

The 2018 levy estimates will be received from Hazel Gantz of the King County Assessors' office on Tuesdays.

The topic of drug testing was discussed, with Michelle Simpson adding that a fourth category should be considered, to include Post-Accident situations. The first three categories Rabe mentioned are Pre-Employment, Upon-Suspicion, and Randomly. Commissioner Neuffer said that lifeguards will likely be held to a higher standard because they are First Responders.

#### d.) Finance

Commissioner Gengler, Finance Committee Chair, invited questions related to the Financial Reports. Commissioner Frangello-Anderson asked about the negative number on page 55 of the Agenda Packet. Commissioner Zaputil responded that the number in question is a sum of the revenue minus expenses, but is only a monthly amount for September.

#### e.) Tukwila Pool Advisory Committee (TPAC) Report

Commissioner Myers reported that the TPAC members discussed whether the application process for joining TPAC is too formal, and asked that it be made less so.

## 6. BUSINESS ITEMS

### Old Business

**COMMISSIONER ZAPUTIL MOVED TO AMEND THE AGENDA TO POSTPONE DISCUSSION OF THE EMPLOYEE HANDBOOK TO A LATER MEETING. COMMISSIONER NEUFFER SECONDED. MOTION CARRIED (5-0).**

**New Business**

a.) Holiday Hours

Michelle Simpson said the staff members want to be paid time-and-a-half for working on holidays. Simpson proposed new holiday hours, of 7:00 a.m. to 3:00 p.m., not including Christmas Eve where the hours are already 7:00 a.m. to 1:00 p.m. Commissioner Zaputil suggested \$1.00 per hour “Premium Pay” be made available on pre-scheduled days, and asked whether priority scheduling is possible? Simpson said employees with seniority get scheduling preference on holidays.

b.) Rates Increases

**COMMISSIONER ZAPUTIL MOVED TO ADOPT THE PROPOSED HOLIDAY SCHEDULE TO INCLUDE PREMIUM RATE FOR LIFEGUARDS ONLY, ON DESIGNATED DAYS, OF \$1 PER HOUR, EFFECTIVE JANUARY 1, 2018. COMMISSIONER GENGLER SECONDED. MOTION CARRIED (5-0).**

**COMMISSIONER GENGLER MOVED TO REMOVE POOL RENTALS FROM THE RATE INCREASE DISCUSSION. COMMISSIONER ZAPUTIL SECONDED. MOTION CARRIED (5-0). COMMISSIONER GENGLER MOVED TO ADOPT THE PROPOSED RATE INCREASES ACCORDING TO THE FOLLOWING TABLE ACCORDING TO THE FOLLOWING TABLE:**

	Resident (Old Rate) YSV / Adult	Resident (New Rate) YSV / Adult	Non-Resident (old) YSV / Adult	Non-Resident (new) YSV / Adult
Drop in/Lap Swim/Open Swim/Family Swim	\$3.00 / \$4.00	\$3.25 / \$4.50	\$3.00 / \$4.00	\$3.25 / \$5.00
Water Exercise	\$5.00 / \$6.00	\$5.00 / \$6.50	\$5.00 / \$6.00	\$5.00 / \$6.50
Special Events	\$3.00	\$3.25	\$3.00	\$3.25
No School	\$2.00	\$2.50	\$2.00	\$2.50
10 Punch	\$27 / \$36	\$29.75 / \$40	\$30 / \$40	\$33 / \$44
1 Month	\$28 / \$39	\$31 / \$43	\$35 / \$49	\$39 / \$54
3 Month	\$66 / \$105	\$73 / \$115.50	\$83 / \$132	\$92 / \$145
12 Month	\$187 / \$308	\$206 / \$339	\$236 / \$388	\$260 / \$426
1 Month Family	\$78	\$85	\$98	\$108
Swim Lessons	\$5.50	\$6.00	\$6.50	\$7.00

YSV = Youth, Senior, Veteran

**COMMISSIONER ZAPUTIL SECONDED. MOTION CARRIED (5-0).**

c.) Review of Gender Specific Programming

**COMMISSIONER NEUFFER MOVED TO END GENDER SPECIFIC PROGRAMS AT THE POOL, EFFECTIVE DECEMBER 31, 2017. COMMISSIONER MYERS SECONDED.**

Discussion ensued with Commissioner Neuffer offering explanation of the issues presented in her Memorandum, including scheduling same-gender managers and staff. Michelle Simpson explained scheduling difficulties. Commissioner Zaputil spoke about the memorandum written by Brian Snure,

Counsel for the District, regarding non-discrimination in hiring. Commissioner Gengler spoke against eliminating the single-gender-swim programs. **MOTION FAILED (0-5)**. Discussion continued about alternative language to Pool Policies and Procedures rules, so the issue can be re-addressed at a later BoC meeting. Some items discussed were:

1. scheduling of lifeguards will be based on availability, without consideration of gender;
2. the public access to the reception area and the family bathrooms will not be restricted because of gender;
3. caregivers of the disabled will be accommodated in compliance with the ADA, without consideration of gender;
4. windows will not be covered by public employees.

Commissioner Gengler asked that any questions about the 2018 budget be sent to her via e-mail.

#### **7. MISCELLANEOUS**

None

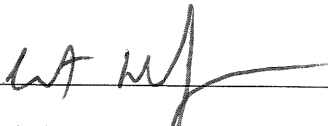
#### **8. EXECUTIVE SESSION**

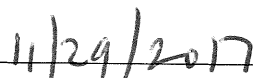
None

#### **9. ADJOURNMENT**

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

The meeting concluded at 9:17 p.m.

  
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Christine Neuffer, Clerk of the Board of Commissioners

  
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Date: