

# TUKWILA POOL METROPOLITAN PARK DISTRICT

January 8, 2018, 6:00 p.m.  
Valley View Sewer District Conference Room  
3460 S. 148<sup>th</sup> Street, Tukwila, WA 98168

## BOARD OF COMMISSIONERS (BoC) REGULAR MEETING MINUTES

### 1. CALL TO ORDER

President of the Board Gengler called the meeting to order at 6:00 p.m.

**TPMPD MISSION, VISION, AND VALUES STATEMENT** was recited by President Gengler.

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

### ROLL CALL

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

Present were: Commissioner Ellen Gengler – Board President, Commissioner Aaron Shipman – Board Clerk, Commissioner Jeri Frangello-Anderson, Commissioner Christine Neuffer, and Commissioner Vanessa Zaputil.

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

Present were: Richard J. Rabe, District Administrator; L. Michelle Simpson, Director of Aquatics Operations; H. Kim McCoy, Assistant Aquatics Manager

#### *MEMBERS OF THE TUKWILA COMMUNITY*

Present were: Dave Puki, Charles Tyson, Jenny Tyson

### 2. AGENDA

**MOVED BY ZAPUTIL TO APPROVE THE AGENDA AS PRESENTED, NEUFFER SECONDED. MOTION CARRIED (4-0).**

### 3. CITIZEN COMMENTS

Dave Puki spoke about the need for training to maintain, diagnose, and repair the boiler and/or controller. As an alternative, Mr. Puki suggested simplifying the system to one that can be maintained by an employee of the TPMPD. Zaputil engaged Simpson with several questions about McKinstry's service quality and expressed concern about the un-availability of parts caused by the complexity of the current system. Gengler suggested delegating the issue to the Finance Committee, which meets at 4:30 p.m. on January 22, 2018, at the Pool.

### 4. CONSENT AGENDA

a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, December 11, 2017, President Gengler invited discussion.

**MOVED BY ZAPUTIL TO APPROVE THE MINUTES OF December 11, 2017 AS PRESENTED. NEUFFER SECONDED. MOTION CARRIED (5-0).**

**MOVED BY ZAPUTIL TO AMEND THE MINUTES OF DECEMBER 11, 2017, TO CORRECT THE WORD “WRITER,” CHANGING IT TO “READER” IN SECTION 5.e. SHIPMAN SECONDED. MOTION CARRIED (5-0).**

b.) Approval of Vouchers

President Gengler invited discussion. There was none.

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

## **5. REPORTS**

a.) Commissioners Reports:

Commissioner Zaputil reported that she attended the Finance Committee meeting, as well as the Done-In-A-Day event.

Commissioner Frangello-Anderson reported that she attended the Done-In-A-Day event.

Commissioner Shipman reported that he attended the Done-In-A-Day event, as well as the December TPAC meeting, and the December special event.

Commissioner Neuffer – no report.

President Gengler – no report.

b.) Finance

Frangello-Anderson asked about an item on page 23 under “Other Miscellaneous Income,” to which Gengler said the answer is forthcoming following further investigation. Frangello-Anderson also asked about items pages 27, 29 and 37. Gengler indicated that answers will be made available upon further research.

c.) Director of Aquatic Operations (DoAO) Report:

DoAO Michelle Simpson thanked Mr. Puki for pressure washing.

Zaputil asked about the status of the Kaiser Permanente grant. Simpson responded that an article was submitted for publication in the Tukwila Reporter, and the funds were received and deposited.

Simpson reported there were 130 swim-lesson registrants last year (2017) compared to 79 in the previous year (2016).

Neuffer asked if a new column could be added to the DoAO revenue report to indicate the number of people served, to make year-to-year comparisons more meaningful.

Simpson said the funds were received and deposited, and an article about swim-lesson scholarships has been suggested to Heidi Sanders of the Tukwila Reporter.

Simpson said \$300 was raised from the Christmas tree drive to buy bathing suits for those who need them, and that purchase has been reported to the Tukwila Reporter.

d.) District Administrator (DA) Report:

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DA Richard Rabe invited questions based on his written report on page 43 in the Agenda Packet. Rabe spoke about the cost of, and need for UPS quotes and why the increased cost is necessary to support up to seven UPS devices.

Neuffer asked about the status of posting the audio of the BoC meetings online. Gengler said she has updated information and is currently researching the implementation of that project with Ivan Cockrum (of TPAC), who is also assisting Ms. Simpson with the website.

e.) TPAC Report: Page 45 in the Agenda Packet. The Commissioners agreed to their TPAC attendance schedule for 2018.

## **6. BUSINESS ITEMS**

a.) Resolution 2018-01, Authorized Signatures Form

**Zaputil moved to read the Resolution by Title Only. Neuffer seconded.**

**AUDITING OFFICER DELEGATION RESOLUTION (Revised)  
FOR TUKWILA POOL METROPOLITAN PARK DISTRICT #17591  
RESOLUTION 2018-01**

**APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE  
ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF  
COMMISSIONERS APPROVAL AND REPEALING RESOLUTION #2017-03.**

**ZAPUTIL MOVED TO APPROVE THE RESOLUTION 2018-01 AS READ. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (5-0).**

b.) Broadview Contract:

Explanatory remarks made by DA Rabe, with questions from the Commissioners answered regarding the particulars of quotes from Comcast and CenturyLink. Gengler remarked that the decision is not made by the BoC, and referred the decision jointly to DoAO and DA.

c.) 2018 Passes – Rate Review

DoAO Simpson introduced discussion of the various rates for 10-punch passes, a potential “buy nine to get one free” pricing plan, and a possible 5% discount for Tukwila residents.

**ZAPUTIL MOVED TO AMEND THE RATES FOR 10-PUNCH WATER EXERCISE CARDS, EFFECTIVE IMMEDIATELY. NEUFFER SECONDED. MOTION CARRIED (5-0).**

**ZAPUTIL MOVED TO AMEND THE RATES FOR 10-PUNCH DROP-IN SWIM CARDS, EFFECTIVE IMMEDIATELY. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (5-0).**

Neuffer asked how patrons would be refunded for any overpayments. Simpson replied that refunds would be done through credits applied to the patrons’ accounts.

To inform the public about the rates changes, the new rates will appear in upcoming modified program guides, and on the Tukwila Pool website.

d.) Employee Handbook:

**ZAPUTIL MOVED TO APPROVE THE EMPLOYEE HANDBOOK, WITH REVISIONS, TO SECTION 5.1.4. and 6.6.14. (Benefits and Leave, Paid Sick Leave Law compliance), TO BECOME EFFECTIVE IMMEDIATELY. GENGLER SECONDED. MOTION CARRIED (5-0).**

e.) Role of Programming and Marketing Committees – Discussion of the committees’ purposes, schedules, notices, attendance and functions.

f.) Survey and Assessments, Director of Aquatics Operations and District Administrator – Gengler sent questionnaires to DoAO Simpson and DA Rabe, with responses included in the agenda packet.

## 7. MISCELLANEOUS

Neuffer suggested adding to the Agenda Plan calendar: Employee Evaluations for the DoAO and DA, as well as a periodic Safety Review, and a review of Pool and/or Equipment Maintenance Schedules. Neuffer also suggested initiating a discussion of instituting a rotation of Finance Committee members, to include training therefor, to prepare more of the commissioners for roles on that committee.

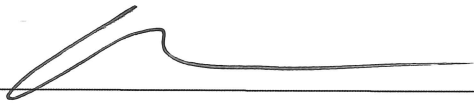
## 8. EXECUTIVE SESSION

None

## 9. ADJOURNMENT

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

The meeting concluded at 9:04 p.m.



Commissioner Aaron Shipman, Clerk of the Board



Date:

[NOTHING FOLLOWS]