

TUKWILA POOL METROPOLITAN PARK DISTRICT

February 12, 2018, 6:00 p.m.
Valley View Sewer District Conference Room
3460 S. 148th 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

MEMBERS OF THE TUKWILA COMMUNITY

Present were: Dave Puki, (Gene Achziger arrived later)

2. AGENDA

MOVED BY ZAPUTIL TO APPROVE THE AGENDA AS PRESENTED, NEUFFER SECONDED. MOTION CARRIED (5-0).

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, January 8, 2018, President Gengler invited discussion.

MOVED BY ZAPUTIL TO AMEND THE MINUTES OF JANUARY 8, 2018, TO ELIMINATE REDUNDANT SENTENCES IN SECTION 5.c., THE DIRECTOR OF AQUATICS OPERATIONS REPORT. MOTION CARRIED (5-0).

MOVED BY ZAPUTIL TO APPROVE THE MINUTES OF JANUARY 8, 2018, AS AMENDED. NEUFFER SECONDED. MOTION CARRIED (5-0).

b.) Approval of Vouchers -- President Gengler invited discussion. There was none.

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

5. REPORTS

a.) Commissioners Reports:

Commissioner Frangello-Anderson had no report.

Commissioner Zaputil reported that she attended the Finance Committee meeting on January 22nd, and met with Michelle Simpson and Ellen Gengler on February 4th to discuss CIP and Facility Maintenance planning.

Commissioner Shipman reported he attended the TPAC meeting and the Programming Committee meeting on January 31st.

Commissioner Neuffer reported she attended the Programming Committee meeting on January 31st.

President Gengler acknowledged the great job done by Kim McCoy and Jessica Stiles. She reported that she attended the Finance Meeting on January 22nd, the Marketing meeting on January 29th and the CIP/Facility Maintenance meeting on February 4th.

b.) Finance:

Zaputil reported that year-end numbers (page 17 of the Agenda Packet) shows the "2017 Actuals" are the Year-End amounts, with the General Fund having an ending balance \$343,876, which is \$42,350 more than was projected, due to approximately \$30,000 in increased tax revenue that had not been projected, as well as other savings. Facility Expenses were \$28,000 over budget. The district funded an additional \$18,000 into the CIP fund. Overall, the District added \$72,319 into the unrestricted balance in 2017. The bookkeeper is working on a "Financial Statement 101" for the Commissioners which should become available in the next couple of months. The Prevailing Wage law requirements are being researched, with Richard Rabe and Kristine Selleck scheduled to attend a Prevailing Wage seminar on February 16th hosted by L&I. CIP Improvement projects: LEDs are \$1,720 over budget due to Prevailing Wage requirements and additional light over the slide. The Diving Blocks are on budget. The Slide is \$800 under budget. The Pool Covers will be done in the second quarter of FY 2018. The non-CIP repairs include changing chlorine service to Orca with liquid chlorine instead of hoppers and tablets, saving up to \$1,800 annually on service, and up to \$2,000 annual savings on chemicals. Other repair projects include replacing the damaged flag stanchion (it needs to be re-drilled), replacement of the drain covers, replacing the deteriorated chemical door with a vented door per code, replace the pool vacuum, replace the half of the lockers with padlock style doors, and replace pool back tiles. Acid washing and repairing the pool tiles will

be delayed until 2019 because of the cost. Everything except locker doors was budgeted in the previous budget cycle. Researching facility-maintenance tracking-software is ongoing.

c.) Director of Aquatic Operations (DoAO) Report: (Michelle Simpson, via telephone)

Simpson spoke about repairs and improvements to the water slide, dive blocks, main drain covers, lighting, the Women's Locker Room, chemicals in the basement. Zaputil asked about the ILA with the Tukwila School District. Gengler said she mentioned the ILA to Clint Long, the Vice Principal at Foster High School, and told Simpson to have someone contact VP Long to address the ILA matter.

Gengler asked how the planning for the February 17 "Candyland" event is going? Simpson said the planning was 99% done in advance.

Simpson reported that Dominic at the Des Moines Pool will be available to help-out in the future.

Commissioner Shipman asked about the Aqua Swim lessons, and the breakdown of the monetary amounts in the DoAO report.

Dave Puki asked about the custom-made diving blocks. Commissioner Zaputil responded that they are being made by an Ellensburg Pool company, using a set-design, but they are not "off the shelf."

d.) District Administrator (DA) Report: DA Rabe made comments in support of his written report appearing on page 37 of the Agenda Packet.

e.) TPAC Report:

The Volunteer Policy was discussed, along with the issue of running background checks about volunteer. Gengler tabled the discussion pending input from Simpson, noting it will be an Agenda item in March.

6. BUSINESS ITEMS

a.) Broadview Contract: DA Rabe reported that the Broadview service terminates on March 7, 2018. Intermedia gets activated on February 28, 2018. Cost savings equals \$295.00 monthly.

b.) Programming Committee: Commissioner Neuffer spoke about the make-up of the Programming Committee (PC) and suggested to the BoC 1.) to review rates every other year, 2.) to have the PC meet quarterly around the time the brochure is due, 3.) minimally, at least one Commissioner and the DoAO attend every PC meeting. Neuffer recommended two Commissioners should attend every PC meeting.

c.) OPMA Requirements for Finance Committee Meetings:

Zaputil commented regarding the requirements of Noticing Standing Committee meetings, and requirements of Noticing meetings when a quorum of the Commissioners are in attendance. Discussion resulted in a consensus that the information

d.) Finance Committee – Commissioner-Appointment Process:

Discussion commenced concerning creating a rotation of the Commissioners assigned to serve on the Finance Committee.

NEUFFER MOVED TO ELECT A REPRESENTATIVE FROM THE COMMISSIONERS TO SERVE ON THE TPMPD FINANCE COMMITTEE FOR A TERM BEGINNING APRIL 1, 2018 THROUGH MARCH 31, 2020. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (5-0).

NEUFFER MOVED TO ELECT A REPRESENTATIVE FROM THE COMMISSIONERS TO SERVE ON THE TPMPD FINANCE COMMITTEE FOR A TERM BEGINNING APRIL 1, 2018 THROUGH MARCH 31, 2019. SHIPMAN SECONDED. Discussion: Zaputil noted that the Finance Committee positions are not term limited. MOTION CARRIED (5-0).

Gengler nominated Zaputil to the Finance Committee position running April 1, 2018 through March 31, 2019. Zaputil accepted the nomination. By a vote of 4-0-1, Zaputil was elected to the position.

Neuffer nominated Frangello-Anderson to the Finance Committee position running April 1, 2018 through March 31, 2020. Frangello-Anderson accepted the nomination. By a vote of 5-0, Frangello-Anderson was elected to the position.

7. MISCELLANEOUS

Zaputil suggested creating a binder that could be left in the lobby to include the Agenda for the next meeting. Frangello-Anderson said it was an idea worth trying. Mr. Puki said, "kids play with things," so it could get ruined.

Programming Committee appointments will be an agenda item for the March 2018 Board of Commissioners meeting.

Gengler asked the Commissioners to coordinate future requests for assigning tasks to the District Administrator and the Director of Aquatics Operations through her, to facilitate workflow.

8. EXECUTIVE SESSION

None

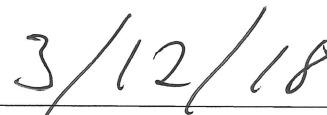
9. ADJOURNMENT

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

The meeting concluded at 9:03 p.m.



Commissioner Aaron Shipman, Clerk of the Board



Date:

[NOTHING FOLLOWS]