

TUKWILA POOL METROPOLITAN PARK DISTRICT

April 9, 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 Christine Neuffer, and Commissioner Vanessa Zaputil.

TUKWILA POOL METROPOLITAN PARK DISTRICT REPRESENTATIVES

Present were: Richard J. Rabe, District Administrator, arriving later was Michelle Simpson, Director of Aquatics Operations.

TUKWILA POOL METROPOLITAN PARK DISTRICT STAFF

Present were: Kim McCoy.

MEMBERS OF THE TUKWILA COMMUNITY

Present were: Dave Puki.

**MOVED BY ZAPUTIL TO EXCUSE COMMISSIONER FRANGELLO-ANDERSON.
SECONDED BY NEUFFER. MOTION CARRIED (4-0).**

2. AGENDA

MOVED BY ZAPUTIL TO AMEND THE AGENDA TO MOVE THE “EMPLOYEE RECOGNITION FOR EMPLOYEE OF THE MONTH” ITEM TO THE 6.d. Director of Aquatics Operations Report in light of Michelle Simpson’s delayed arrival. SECONDED BY SHIPMAN. MOTION CARRIED (4-0).

MOVED BY ZAPUTIL TO APPROVE THE AGENDA AS AMENDED, SHIPMAN SECONDED. MOTION CARRIED (4-0).

3. EMPLOYEE RECOGNITION – EMPLOYEE OF THE MONTH AWARD

M. Simpson awarded the Employee of the Month for April 2018 to Kelly Chen, for her hard work, dedication, and volunteering to go above and beyond her regular duties.

4. CITIZEN COMMENTS

Kim McCoy spoke about the problems with illegally parked cars during a 7-on-7 Football event at Foster High School Stadium and requested permission to notify police if similar problems occur in the future. He also spoke about the possibility that pool covers could cause worker injuries if they are not equipped with electrically-power-assisted motors.

Dave Puki spoke about the parking problem on April 7th and spoke about how pool covers create an energy savings, especially in the wintertime.

Neuffer asked whether we have the authority to have illegally parked vehicles towed. Zaputil said that according to our lease agreement with the Tukwila School District, we do not.

Gengler suggested creating signage indicating "Reserved for Tukwila Pool Parking." Zaputil said we can use parking, but not interfere with Tukwila School District operations.

5. CONSENT AGENDA

- a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, March 12, 2018, President Gengler invited discussion.

MOVED BY ZAPUTIL TO APPROVE THE MINUTES OF MARCH 12, 2018, AS AMENDED. NEUFFER SECONDED. MOTION CARRIED (4-0).

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

MOVED BY NEUFFER TO APPROVE THE VOUCHERS. SHIPMAN SECONDED. MOTION CARRIED (4-0).

6. REPORTS

- a.) Commissioners Reports:

Commissioner Neuffer reported she attended the March 17 "Egg Hunt" event at the pool, as well as the Women's Only Swim.

Commissioner Shipman reported he attended the TPAC meeting on February 17th; that he attended the Marketing Committee meeting on February 17th; that he attended the Programming Committee meeting on March 5th; and that he stopped by the pool to check on the new lighting improvements.

Commissioner Zaputil reported that she attended the Finance Committee meeting on March 26th; the March 17 "Egg Hunt" event at the pool, and the Prevailing Wage Training April 4th, and that the SAO audit is proceeding slower than previously anticipated, due to additional questions being posed by the new auditor.

President Gengler thanked Neuffer for being present on Sunday to answer questions. She reported that she attended Finance Committee meeting March 26th, the Prevailing Wage Training April 4th, the "Egg Hunt" event on March 17th, and the Staff In-Service Training.

- b.) Finance: Commissioner Zaputil presented the financial reports and explained the 4th Quarter CIP costs. Zaputil explained the Prevailing Wage Training presented by Brian Snure on April 4th. She said the next Finance Committee meeting will be held April 23rd at 5:00 p.m. to review Policies 511 and 535.
- c.) Director of Aquatic Operations (DoAO) Report: DoAO Simpson made comments in support of her written report, appearing on pages 35 to 39 of the Agenda Packet. She said she learned that the boiler repair at the Mt. Rainier Pool is done by McConnell-Miller. She spoke about the replacement of lockers in the locker rooms. Zaputil asked about progress being made to hire a Head Lifeguard. Simpson said someone has been hired, and he is getting re-certified, so he can begin as soon as the re-certification is completed. Zaputil asked about the creation of a Facility Maintenance Log. Simpson said it is on her "To Do" list.
- d.) District Administrator (DA) Report: DA Rabe made comments in support of his written report appearing on pages 40 and 41 of the Agenda Packet. Gengler asked about the set-up of an account with KCDA for purchasing supplies. Rabe said KCDA has not yet replied to his Voice-Mail message. He added that he obtained the requested 24-hour deposit requirement waiver from Scott Matheson of the King County Treasurer's office on April 6, 2018. Rabe said he is pre-registered to attend a free WCIA "Deep Dive" training workshop on May 9, 2018, in Lynnwood, WA.
- e.) TPAC Report: Commissioner Shipman presented the TPAC report. He indicated TPAC voted to move their meeting time from 8:10 a.m. to 8:30 a.m. every month.

7. OLD BUSINESS

a.) Social Media Policy

After discussion of the issues involved, and without objection President Gengler directed DoAO Simpson and DA Rabe to work together to draft a Social Media Policy for presentation to the Board of Commissioners. Zaputil warned about being very careful about the language in the draft policy, because records created through Social Media will become public records open to the Public Records Act disclosure requirements.

8. NEW BUSINESS

a.) Commissioners' Stipends

After discussion of the issues involved, the discussion was tabled until the next meeting.

b.) Commissioners' Retreat – Scheduling

The Commissioners agreed to scheduling the Retreat on June 2, 2018, from 10:00 a.m. to 3:00 p.m. A location will be sought by DA Rabe, which he will report at the May 2018 regular BoC meeting. Catering will be needed.

Gengler asked for suggestions about topics to be covered at the Retreat. Neuffer said a discussion of the Five-Year-Plan and the 10-Year-Plan is needed. Zaputil said an investigation into remodels done at other pools would be beneficial.

c.) Financial Committee revisions of Policy 520

Zaputil presented the changes to Policy 520 recommended by the Financial Committee.

**MOVED NEUFFER TO ADOPT POLICY 520 AS AMENDED. ZAPUTIL SECONDED.
MOTION CARRIED (4-0).**

d.) MRSC Rosters – Contract Renewal

DA Rabe presented the cost increase for renewing the MRSC Rosters contract, from \$120 to \$135 for 2018, and recommended renewal to keep the information accessible.

**MOVED NEUFFER TO APPROVE RENEWAL OF THE MRSC ROSTERS CONTRACT.
SHIPMAN SECONDED. MOTION CARRIED (4-0).**

9.) MISCELLANEOUS

- a.) Neuffer asked what progress is being made into posting audio recording of the BoC meetings online. Gengler reported that Ivan Cockrum of TPAC is attempting to do a test posting, and that he will present the results of his efforts soon.
- b.) Shipman spoke to a TPAC discussion about hiring a Part-Time Maintenance employee. Zaputil said DoAO Simpson is investigating the details of that possibility and will report her findings to the Finance Committee on April 23rd.
- c.) DoAO Simpson said she went to the SHAG Housing office and distributed promotional flyers and free passes, indicating the residence on Tukwila International Boulevard opens in April.
- d.) Gengler reported she will be unable to attend the regular BoC meeting on May 7, 2018.
- e.) Gengler said it is her goal to have “Action Minutes” produced every month in the future.

10.) EXECUTIVE SESSION

None.

11.) ADJOURNMENT

NEUFFER MOVED TO ADJOURN, SECONDED BY ZAPUTIL. MOTION CARRIED (4-0).

The meeting concluded at 8:43 p.m.



Commissioner Aaron Shipman, Clerk of the Board



Date:

[NOTHING FOLLOWS]