

# **TUKWILA POOL METROPOLITAN PARK DISTRICT**

May 14, 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**

Clerk of the Board Shipman, presiding in the absence of President Gengler, called the meeting to order at 6:00 p.m.

**TPMPD MISSION, VISION, AND VALUES STATEMENT** was recited by Clerk Shipman.

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

#### **ROLL CALL**

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

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

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

Present were: Richard J. Rabe, District Administrator, attending later via video-conference was Michelle Simpson, Director of Aquatics Operations.

##### *MEMBERS OF THE TUKWILA COMMUNITY*

Present were: Dave Puki.

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

### **2. AGENDA**

**MOVED BY FRANGELLO-ANDERSON TO AMEND THE AGENDA TO TABLE AGENDA ITEM 7.b., COMMISSIONERS' STIPENDS, TO THE NEXT MEETING REGULAR BoC MEETING, JUNE 11, 2018. SECONDED BY NEUFFER. MOTION TO AMEND CARRIED (4-0).**

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

### **3. EMPLOYEE RECOGNITION – EMPLOYEE OF THE MONTH AWARD**

Ms. Simpson awarded the Employee of the Month for May 2018 to Austin Giles, for his having done an exceptional job cleaning and having a wonderful attitude every time he comes to work.

#### 4. CITIZEN COMMENTS

Dave Puki spoke about the recent problem of thefts in the building and that a car was stolen from the parking lot. Mr. Puki suggested security cameras should be installed in the entryway and breezeway. He suggested that more front desk staffing could serve as a deterrent to future thefts.

Discussion on the topic continued, with Neuffer saying the Fidalgo Pool had video but not audio recording for their security camera system, (and mentioned that she earlier provided a copy of the Port Angeles Video Surveillance Policy as a resource). Zaputil said the public records schedule requires keeping recordings of incidents for six years. Shipman said the topic could be put on the TPAC agenda.

#### 5. CONSENT AGENDA

- a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, April 9, 2018, Commissioner Shipman invited discussion.

**MOVED BY FRANGELLO-ANDERSON TO APPROVE THE BoC MEETING MINUTES OF APRIL 9, 2018. ZAPUTIL SECONDED. MOTION CARRIED (4-0).**

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

**MOVED BY ZAPUTIL TO APPROVE THE VOUCHERS. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (4-0).**

#### 6. REPORTS

- a.) Commissioners' Reports:

Commissioner Frangello-Anderson reported that she attended the April 21 "April Pool's" event at the pool; as well as the Done-In-A-Day for repairs, maintenance, and beautification of the pool and its surrounding areas, and thanked Diane Myers and Sharon Shipman for their valuable contributions to the Done-In-A-Day event.

Commissioner Zaputil reported that she attended the Finance Committee meeting on April 23<sup>rd</sup>; the Done-In-A-Day event; and the "April Pool's" event.

Commissioner Neuffer reported she attended the "April Pool's" event at the pool.

Commissioner Shipman reported he attended the TPAC meeting on April 21<sup>st</sup>; the Finance Committee meeting on April 23<sup>rd</sup>; the "April Pool's" day, thanking both the Tukwila Fire Department, and the Kayak Club for their participation in the event; as well as the Done-In-A-Day where he changed many light bulbs.

b.) Finance: Commissioner Zaputil presented the financial reports and explained the Assistant Manager position is budgeted for the cost increase associated therewith. Zaputil said the State Auditor's Office filing was done early by Kristine Selleck, beating their May 31 deadline, and the next Finance Committee Meeting will be held on May 21, 2018, from 5:00 p.m. to 8:00 p.m. at the Pool.

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

DoAO Simpson made comments in support of her written report, appearing on pages 38 to 41 of the Agenda Packet. Zaputil asked about how much of the Kaiser Permanente grant scholarship funds have been utilized to date. Simpson said it was approximately \$6,200 (with \$8,760 left over).

d.) District Administrator (DA) Report

DA Rabe made comments in support of his written report appearing on pages 42 and 43 of the Agenda Packet. Shipman asked what recommendations were made by (Carlene Brown of) WCIA as a result of their audit letter. Rabe and Simpson relayed that Ms. Brown's suggestions concerned beginning to run background checks on volunteers and doing pre-employment drug testing. Rabe said he will get information about the opening date to apply for a Public Records Grant from Mike Saunders of the State Archives Office, via telephone conversation on May 25<sup>th</sup>, and that he attended a free training on Friday, May 11, 2018, hosted by the Seattle Southside Chamber of Commerce (SSCC) at their conference space, covering implementation and penalties associated with the Department of Labor and Industries (L&I's) recent announcements for audits, enforcement and notifications to comply with the new Washington Paid Sick Leave Law (PSLL), and related new information learned at that presentation. Rabe recommended the TPMPD join the SSCC, primarily for the training opportunities they offer, but also for the promotional benefit of linking the Tukwila Pool's website via a link on the SSCC website, as well as for the networking opportunities they offer with other businesses and governmental entities in Seattle's southern suburbs. Rabe said he is pre-registered to attend a free MRSC webinar training on May 24, 2018 covering MRSC Rosters. He also distributed to the Commissioners a set of brochures from the Association of Washington Cities (AWC) and will continue researching the costs and benefits of that organization's offerings. Shipman commented that he would like to see an "apples-to-apples" comparison of AWC and WCIA rates just for property and liability coverage premiums for clarity and relevance. Frangello-Anderson commented that WCIA has provided excellent customer service, which should be taken into account when comparing the two insurers. Rabe mentioned the Valley View Sewer and Water District's request for information to be included for their July 12 Open House event.

Zaputil asked whether the new Commissioners' stipend rate will take effect July 1<sup>st</sup>, as per OFM, or do BoC members stipends remain at the \$114 rate until the next term of office, or election, and with unanimous consent, directed Rabe to send an e-mail to Brian Snure, Counsel for the District, to get Snure's legal opinion, for clarification on the question.

e.) TPAC Report

Commissioner Shipman presented the March 2018 TPAC report, appearing on page 44 of the Agenda Packet, for acceptance by the BoC.



## 7. OLD BUSINESS

### a.) Social Media Policy

After discussion of the issues involved, and without objection Commissioner Zaputil asked DA Rabe to compile the suggestions of the BoC members to draft a Social Media Usage policy for inclusion in the Employee Handbook and presentation to the Board of Commissioners at the June 2018 Regular Meeting. Shipman expressed concern that the design and tone of the draft document should be modified to be a more formal statement of rules to align with the existing Employee Handbook. Zaputil said the draft would need to be reduced in size, and included as a set of “guidelines,” and 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. Rabe asked the Commissioners to provide feedback on the draft Social Media guidelines he wrote, with Zaputil getting a consensus from the Commissioners that they will do so by May 25, 2018. Zaputil indicated, in addition to the Employee Handbook Guidelines, the necessity of a “District” Social Media Policy, and handed out a draft for review by Commissioners and staff for consideration on a future agenda.

### b.) Commissioners’ Stipends

Moved earlier (See 2., Above) to table discussion until the next meeting, June 11, 2018.

### c.) Commissioners’ Retreat – Scheduling

DA Rabe reminded the Commissioners the Spring Retreat is scheduled for June 2, 2018, from 9:30 a.m. to 3:00 p.m. The location will be at Friendz Café in Tukwila. Rabe said he will place the food order on May 25<sup>th</sup>, asking the Commissioners to make their menu choices known to him by that date. Shipman said President Gengler is currently compiling the Agenda for the Retreat.

## 8. NEW BUSINESS

### a.) Maintenance Worker

The commissioners engaged in discussion with DoAO Simpson concerning the addition of the Maintenance Worker II and Maintenance Worker I positions, along with corresponding job descriptions, wages, and required qualifications. Consensus was reached to amend the qualifications section to add the word “plumbing (tools)” to both job descriptions (as an additionally required set of tools), and was agreed upon.

**NEUFFER MOVED TO APPROVE THE JOB DESCRIPTION, AS AMENDED, FOR MAINTENANCE WORKER 2 (MW2) WITH THE WAGE SET AT \$25 PER HOUR. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (4-0).**

**NEUFFER MOVED TO APPROVE THE JOB DESCRIPTION, AS AMENDED, FOR MAINTENANCE WORKER 1 (MW1), WITH THE WAGE SET AT \$20 PER HOUR. ZAPUTIL SECONDED.**

Discussion: Frangello-Anderson expressed reservations about the job description for MW1, the expectation for the hours to be worked, and the scheduling basis for the MW1 position. Simpson responded to various questions and clarified her own expectations for the position. **MOTION CARRIED (3-1, WITH FRANGELLO-ANDERSON VOTING NAY).**

**NEUFFER MOVED TO UPDATE THE APPENDIX A-1, SALARY AND WAGE SCALE, IN THE EMPLOYEE HANDBOOK WITH ADDITIONAL SECTION PROVIDED ON PAGE 62 OF THE AGENDA PACKET. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (4-0).**

**NEUFFER MOVED TO REPLACE THE APPENDIX A-2, SALARY AND WAGE SCHEDULE, IN THE EMPLOYEE HANDBOOK AS UPDATED ON PAGE 61 OF THE AGENDA PACKET. ZAPUTIL SECONDED. MOTION CARRIED (4-0).**

**ZAPUTIL MOVED TO EXTEND THE MEETING UNTIL 9:05 p.m. FRANGELLO-ANDERSON SECONDED. MOTION CARRIED (4-0).**

b.) Volunteers' Background Checks

**ZAPUTIL MOVED TO TABLE FURTHER DISCUSSION OF THE VOLUNTEERS' BACKGROUND CHECKS ISSUE, UNTIL THE NEXT REGULAR BOARD OF COMMISSIONERS' MEETING, SCHEDULED FOR JUNE 11, 2018. NEUFFER SECONDED. MOTION PASSED (4-0).**

9.) MISCELLANEOUS

Frangello-Anderson commented that she would like to see weekly reports from the Director of Aquatics Operations and the District Administrator.

10.) EXECUTIVE SESSION

None.

11.) ADJOURNMENT

**FRANGELLO-ANDERSON MOVED TO ADJOURN, SECONDED BY ZAPUTIL. MOTION CARRIED (4-0).**

The meeting concluded at 9:05 p.m.

  
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Commissioner Aaron Shipman, Clerk of the Board

  
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Date:

[NOTHING FOLLOWS]

