

# **TUKWILA POOL METROPOLITAN PARK DISTRICT**

June 11, 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 Ellen 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, Commissioner Jeri Frangello-Anderson, and Commissioner Vanessa Zaputil.

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

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

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

Present were: Dave Puki.

### **2. AGENDA**

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

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

Ms. Simpson awarded the Employee of the Month for June 2018 to Aanya Havens, for her hard work and teaching swim lessons, during her first month of employment.

### **4. CITIZEN COMMENTS**

None.

## 5. CONSENT AGENDA

- a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, May 14, 2018, Commissioner Gengler invited discussion.

**MOVED BY ZAPUTIL TO AMEND THE AGENDA TO ADD “Commissioner Zaputil 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,” to Part 7.a. Old Business, Social Media Policy. SECONDED BY NEUFFER. MOTION TO AMEND THE MINUTES CARRIED (5-0).**

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

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

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

## 6. REPORTS

- a.) Commissioners' Reports:

Commissioner Neuffer said she had no report.

Commissioner Shipman reported he attended the TPAC meeting on May 19<sup>th</sup> where the Surveillance Policy was drafted; attended the Pirates at the Pool Event; and attended an excellent retreat, thanking President Gengler for her leadership at the retreat.

Commissioner Zaputil reported that she attended the Finance Committee meeting on May 21<sup>st</sup>; the auditor said there is only one item left that will not take much time, and that there is nothing outstanding or of great concern at this time; attended the Pirate event; and attended the retreat June 2<sup>nd</sup>.

Commissioner Frangello-Anderson reported that she attended the TPAC meeting May 19<sup>th</sup> where the Surveillance Policy was discussed; attended the Finance Committee on May 21<sup>st</sup>;

Commissioner Gengler reported that she heard the Board Clerk, Aaron Shipman, did a fabulous job filling in to chair the BoC meeting on May 14, 2018; attended the Pirate event; and attended the retreat – mentioning that Dr. Berry will be available to speak to the TPMPD again, and should be scheduled to do so at some later date.

- b.) Finance: Commissioner Zaputil presented the financial reports, citing the previous Finance Committee Meeting was held on May 21, 2018, and the next Finance Committee Meeting will focus on the preliminary budget for 2019, and is scheduled for June 18, 2018, from 5:00 p.m. to 8:00 p.m. at the pool's breakroom.

Zaputil reported one reallocation to a more appropriate BARS line item, two over budget expenditures and their offsets, two new tasks assigned to the District Administrator, and that Financial Policy 511 was approved for recommendation to the Board of Commissioners at the July BoC meeting, pending TPAC review on June 16<sup>th</sup>.

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

DoAO Simpson made comments in support of her written report, appearing on pages 33 to 37 of the Agenda Packet.

- d.) District Administrator (DA) Report:

DA Rabe made comments in support of his written report appearing on pages 38 and 39 of the Agenda Packet. Rabe mentioned that he is scheduled to attend a WCIA training on June 14, 2018, covering Risk Management and Free Speech issues at public events.

Rabe responded to questions about the Local Records Grant Program of the Secretary of State Archives Office. Gengler tasked Rabe with providing three possible alternative plans for applying for grant funds under that program.

- e.) TPAC Report

Commissioner Shipman distributed and presented the TPAC report from May 19, 2018, for acceptance by the BoC, written by TPAC Chair Sharon Shipman, covering the initial proposed video surveillance policy drafted by that committee. Discussion ensued with follow-up discussion expected at future BoC and TPAC meetings. Simpson mentioned that she will be attending a WCIA Training on July 27, 2018, covering issues related to the liability for and management of volunteers.

## **7. OLD BUSINESS**

There was not any Old Business on the Agenda.

## **8. NEW BUSINESS**

- a.) Financial Policy 535:

**ZAPUTIL MOVED TO APPROVE POLICY 535 AS PRESENTED, SECONDED BY FRANGELLO-ANDERSON. MOTION CARRIED (5-0).**

b.) Retreat Focus:

Gengler commented on the Board of Commissioners Retreat, held June 2, 2018 in Tukwila. She called for the creation of an "Outreach Committee," emphasizing that it should "not just be delegated out." Neuffer replied that the Programming Committee would have to meet more often to be able to implement such a plan, but that "outreach" might be a little more challenging.

c.) Creating an Ad Hoc HR Committee as a Staff Resource:

**FRANGELLO-ANDERSON MOVED TO CREATE AN "HR COMMITTEE" AS A STAFF RESOURCE THROUGH THE END OF 2018, SECONDED BY SHIPMAN. MOTION CARRIED (5-0).**

Gengler asked for volunteers to join the newly created HR Committee. Frangello-Anderson and Neuffer volunteered to be on the HR Committee.

**ZAPUTIL MOVED TO APPROVE FRANGELLO-ANDERSON AND NEUFFER FOR VOLUNTEER MEMBERSHIP ON THE HR COMMITTEE, SECONDED BY GENGLER. MOTION CARRIED (5-0).**

**ZAPUTILA MOVED TO AMEND THE EMPLOYEE HANDBOOK TO ADD TO THE END OF SECTION 8.14.3; "IN THE INSTANCE WHERE THE BOARD PRESIDENT IS THE SUBJECT OF THE COMPLAINT, THE TPMPD HR COMMITTEE WILL PERFORM THE ACTIONS NORMALLY DONE BY THE BOARD PRESIDENT." GENGLER SECONDED. MOTION CARRIED (5-0).**

9.) MISCELLANEOUS

At the suggestion of the District's Counsel, Brian Snure, DA Rabe presented a draft Resolution to the Board for possible adoption, concerning the new rate established by the Washington State Office of Financial Management (OFM) increasing the per diem payable to TPMPD Commissioners, effective July 1, 2018, to \$128 monthly. The draft Resolution was dismissed in lieu of Resolution 2016-06, which remains in effect.

Frangello-Anderson commented that she would like to see weekly reports from the Director of Aquatics Operations and the District Administrator. President Gengler instructed DoAO Simpson and DA Rabe to forward their respective weekly reports to all of the commissioners.

Commissioner Neuffer inquired about the status of audio files being made available to the public on the TPMPD's website. Gengler responded that the first file is already posted, and more will be posted as time goes on, and with the volunteer help of Ivan Cockrum of TPAC, a re-design on the website is being worked on, where all of the audio files will be more easily found.

Commissioner Zaputil requested clarification of her current understanding about the role of the District Administrator in drafting policies for Board Consideration. DA Rabe confirmed that he is aware of this duty.

Dave Puki commented that he is now recovering from recent surgery, and will be available to attend the Valley View Sewer & Water District's Open House on July 12, 2018. DoAO Simpson said the new Assistant Aquatics Manager, Christen Singer, will also attend that event and that Mr. Puki should coordinate with her. Mr. Puki also commented that he is gathering stories from the public about the successes of the Tukwila Pool to compile a "History and Legacy of the Pool" as an outreach tool for the Marketing Committee to use as a resource.

**10.) EXECUTIVE SESSION**

None.

**11.) ADJOURNMENT**

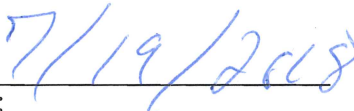
**ZAPUTIL MOVED TO ADJOURN, SECONDED BY NEUFFER. MOTION CARRIED (5-0).**

The meeting concluded at 8:53 p.m.

ATTEST:



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Commissioner Aaron Shipman, Clerk of the Board



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Date:

[NOTHING FOLLOWS]

