

**TUKWILA POOL METROPOLITAN PARK DISTRICT
MEETING MINUTES of the BOARD of COMMISSIONERS (BoC)**

Location of Meeting: Valley View Sewer and Water District
3460 S. 148th Street
Tukwila, Washington 98168

Date & Time of Meeting: August 13, 2018, 6:00 p.m.

Commissioners: Ellen Gengler, President; Aaron Shipman, Clerk;
Jeri Frangello-Anderson, Christine Neuffer, Vanessa Zaputil

1. CALL TO ORDER, MISSION & VISION, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioners' President Ellen Gengler (CP-EG) called the meeting to order at 6:00 p.m.; read aloud the Mission, Vision and Values of the Tukwila Pool MPD; lead the group in the Pledge of Allegiance; and took Roll Call. Present were Commissioner Aaron Shipman (C-AS) and Commissioner Jeri Frangello-Anderson (JFA), as well as Director of Aquatic Operations Michelle Simpson (DoAO-MS), District Administrator Richard J. Rabe (DA-RJR), and Assistant Aquatics Manager Austin Stowers (AAM-AS).

C-JFA moved to excuse Commissioner Christine Neuffer and Commissioner Vanessa Zaputil. C-AS seconded. Motion carried (3-0).

2. APPROVE AGENDA – ACTION TAKEN:

C-AS moved to approve agenda, C-JFA seconded. Discussion. Motion carried (3-0).

3. RECOGNITION OF EMPLOYEE OF THE MONTH – DoAO-MS

Employees of the month of July 2018 – Joe Schenck & Anna Klakken

4. PUBLIC COMMENT - None

5. CONSENT AGENDA

5.a. Minutes of July 9, 2018

C-JFA moved to approve the minutes of July 9, 2018, C-AS seconded. Motion carried (3-0).

5.b. Approval of Vouchers

C-AS moved to approve the vouchers, C-JFA seconded. Motion carried (3-0).

6. REPORTS

6.a. Commissioners Report – C-JFA, C-AS, CP-EG

6.b. Finance Report – C-JFA

6.c. Director of Aquatics Operations – DoAO-MS

6.d. District Administrator – DA-RJR

6.e. Tukwila Pool Advisory Committee – C-AS

6.f. Marketing – DoAO-MS

6.g. Programming & Outreach – C-AS

7. OLD BUSINESS ITEMS

- 7.a. Commissioners' Per Diem. Discussion. **Topic tabled until next BoC meeting September 10, 2018.**

8. NEW BUSINESS ITEMS

- 8.a. Financial Policies 540 & 545
Discussion. **C-AS moved to approve updated Financial Policies 540 and 545. Motion withdrawn.** CP-EG instructed DA-RJR to review how policies are presented on the District website to make it clear to readers that (e.g.) policies in the 500-range are Financial Policies, and remand Policies 540 and 545 to the Finance Committee for possible re-naming of Policy 540, and clarification of Policy 545.
- 8.b. Bookkeeper Job Description
Discussion. **CP-EG moved to approve changes to the Bookkeeper's Job Description as proposed. C-JFA seconded. Motion Carried (3-0).**
- 8.c. Wage Scale Update
Discussion. **C-AS moved to approve proposed update to the Wage Scale in the TPMPD Employee Handbook. CP-EG seconded. Motion carried (3-0).**
- 8.d. District Administrator Stipend Calculation
Discussion. **CP-EG moved to approve amended DA Job Description as proposed, and to allow repayment over the next eight pay periods of amount previously overpaid. C-AS seconded. Motion carried (3-0).**
- 8.e. Video Surveillance Policy
CP-EG instructed DA-RJR to re-format the TPAC-proposed draft Video Surveillance Policy as per TPMPD style, and present it back to her for submission to District's attorney to do legal review.

9. MISCELLANEOUS - None

10. EXECUTIVE SESSION

- 10.a. CP-EG called for Executive Session pursuant to RCW42.30.110

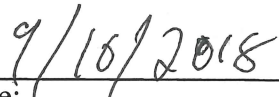
11. ADJOURNMENT

- 11.a. **C-JFA moved to adjourn, C-AS seconded. Motion carried (3-0). 8:53 p.m.**

ATTEST:



Commissioner Aaron Shipman, Clerk of the Board



Date: