

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

**Location of Meeting:** Valley View Sewer District  
3460 S. 148<sup>th</sup> Street  
Tukwila, Washington 98168  
**Date & Time of Meeting:** September 10, 2018, 6:00 p.m.

**Commissioners:** Ellen Gengler, Board President; Aaron Shipman, Board 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 (C-JFA), Commissioner Christine Neuffer (C-CS), Commissioner Vanessa Zaputil (C-VZ), as well as Director of Aquatic Operations Michelle Simpson (DoAO-MS), District Administrator Richard J. Rabe (DA-RJR). Attendees from the public were Mr. David Puki (DP).

**2. APPROVE AGENDA – ACTION TAKEN:**

**C-VZ moved to approve agenda, C-AS seconded. Motion carried (5-0).**

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

Employees of the month of September 2018 – Jacob Cook

**4. PUBLIC COMMENT - None**

**5. CONSENT AGENDA**

5.a. Minutes of August 13, 2018

- **C-VZ moved to approve the minutes of August 13, 2018, C-JFA seconded. Motion carried (4-0-1) with C-CN abstaining.**

5.b. Approval of Vouchers

- **C-VZ moved to approve the vouchers, C-CN seconded. Discussion. Motion carried (5-0).**

**6. REPORTS**

6.a. Commissioners' Reports:

- C-JFA, no report
- C-VZ, attended Finance Committee 8-29-18, the SAO audit will soon be finished
- C-AS, attended Programming Committee 8-15-18, TPAC & Marketing Committee meetings 8-18-18

- C-CN, no report
  - CP-EG, no report
- 6.b. Finance Report – C-VZ discussed:
- The Finance Committee approved 1.) a GL code correction, and 2.) a facility maintenance & repair expenditure of up to \$19,999 for pool cleaning, tile repair and lane markings.
  - Reviewed the end of the Kaiser-Permanente grant to ensure full utilization of funding
  - Reviewed retainage issues on contracts
  - Reviewed Small & Attractive Assets Log
  - Reviewed CIP items
  - Reviewed 2019 budget, which will be presented to the BoC in October
  - The next Finance Committee Meeting will be September 26, 2018 at 5:00 p.m., where the committee will go over the Donations Policy drafted by C-JFA.
- 6.c. Director of Aquatics Operations – DoAO-MS discussed:
- Swimming lessons - waiting list exceeded capacity
  - Highline School District Diving Team now using Tukwila Pool and the impact on lap swimmers
  - Water Polo teams will soon begin using the Tukwila Pool
  - Lifeguard class for Foster High School started today (9-10-18)
  - C-VZ asked about the status of a Facility Maintenance Log. DoAO-MS said it is progressing along.
  - C-CN asked about the previously discussed water leak. DoAO-MS said Water District #125 replaced the water meter and the Finance Committee should deal with the Water District about past billings and any refunds.
- 6.d. District Administrator – DA-RJR discussed:
- SAO audit, wrap-up, Exit Conference, costs, duration, process. CP-EG instructed DA-RJR to get information from Sandra Groshong of SAO about her time and travel costs. C-VZ indicated she would like to attend if an in-person Exit Conference is held, with C-JFA said she would also like to attend.
  - Schedule for the next Programming Committee meeting. C-AS said he will follow up with DA-RJR.
  - The Ricoh Copier contract will be renewed pending cost information that is forthcoming from their representative, Nate Sulya.
  - Comparison of the liability insurance policy provisions offered by AWC versus WCIA is progressing. DA-RJR asked C-CN if she would like to assist in deciphering the tables received from AWC, to which she agreed.
  - The Small and Attractive Assets Log was presented for the Board's information.
  - Attendance at upcoming WCIA Insurance Indemnity training on September 18<sup>th</sup> and the WCIA Full Board Meeting on October 19<sup>th</sup>.
- 6.e. Tukwila Pool Advisory Committee – C-AS discussed:

- Overview of TPAC meeting held on 8-18-2018.
  - Approval of Financial Policies 540 and 545.
  - Cancellation of the 9-15-2018 TPAC meeting.
  - Training for volunteers will be presented by the DoAO-MS.
- 6.f. Marketing – DoAO-MS
- The U.S. Coast Guard sign is up.
  - The television in the lobby is displaying various Tukwila Pool ads.
  - The swimming group “SMAC” is paying us to do advertising on the lobby TV.
  - C-VZ asked to have a line item created on the budget for swimming lessons.
  - C-AS said volunteers are needed for the “Care Night” on November 14<sup>th</sup>.
  - CP-EG said TPAC member Diane Myers is seeking volunteers for the “Spirit of Giving” fundraising drive upcoming at Thanksgiving time.
- 6.g. Programming & Outreach – C-AS

## 7. OLD BUSINESS ITEMS

- 7.a. Commissioners’ Per Diem. Discussion. No Action taken.
- 7.b. Social Media Policy 280. The Board reached consensus to send the draft of Policy 280 to TPAC for review.
- 7.c. Video Surveillance Policy 450. Discussion.
- **Moved C-VZ to amend the draft language of Policy 450, §2¶2 to read “The Board President, Board designee, or persons designated by the Director of Aquatic Operations will have access to the monitors or to the recordings made.” Seconded by CP-EG. Motion to amend passed (5-0).**
  - **C-VZ moved to adopt amended Policy 450, pending legal review by the district’s attorney Brian Snure. C-JFA seconded. Motion passed (5-0).**
- 7.d. Finance Policy 540. No Discussion.
- **Moved C-JFA to adopt Policy 540 as presented. C-AS seconded. Motion passed (5-0).**
- 7.e. Finance Policy 545. No Discussion.
- **Moved C-VZ to adopt Policy 545 as presented. CP-EG seconded. Motion passed (5-0).**

## 8. NEW BUSINESS ITEMS

- 8.a. Sponsorships Policy 580 – The Board agreed by consensus to move the draft of Policy 580 forward to the Finance Committee for review.

- 8.b. Volunteer Management Policy 600 – The Board agreed by consensus to move the draft of Policy 600 forward to WCIA for review and advice.
- 8.c. Mobile Phone for DoAO, Stipend / Reimbursement – Discussion.
  - **Moved C-JFA to establish a \$50 per month stipend payment to the DoAO for personal cell-phone reimbursement. Seconded by C-VZ. Continued discussion. Motion passed (4-0-1) with C-CN abstaining.**
- 8.d. Historical Records Review – DA-RJR  
After discussion, DA-RJR requested a volunteer to assist with Records Review in light of *historical value* of documents held within TPMPD files. Mr. Puki volunteered to review those files. By consensus, the Board of Commissioners accepted Mr. Puki's offer.

**9. MISCELLANEOUS**


C-JFA requested an update to Policy 511 on the District's Website. DA-RJR agreed to make the change.


**10. EXECUTIVE SESSION - None**

**11. ADJOURNMENT**

**C-VZ moved to adjourn, C-JFA seconded. Motion carried (5-0).**  
Meeting adjourned at 9:12 p.m.

ATTEST:

  
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Commissioner Aaron Shipman, Clerk of the Board

  
\_\_\_\_\_  
Date:

[NOTHING FOLLOWS]