TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

MINUTES

President of the Board:

Christine Neuffer

Clerk of the Board:

Jeri Frangello-Anderson

Board Members:

Ellen Gengler, Aaron Shipman, Vanessa Zaputil

Recording Secretary:

Kristine Selleck

Date and Time:

Monday, January 14, 2019, 6:00 p.m.

Resolution Numbers:

Location:

Valley View Water & Sewer District Conference

2019-01

Room: 3460 S 148th St., Tukwila, WA 98168

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL

Christine Neuffer called the meeting to order at 6:01pm, and then read aloud the Mission, Vision, and Values of the Tukwila Pool Metropolitan Park District, lead the group in the Pledge of Allegiance, and took Roll Call:

Present were Commissioner Aaron Shipman, Commissioner Vanessa Zaputil, Commissioner Jeri Frangello-Anderson, Commissioner Christine Neuffer, Director of Aquatics Operations Michelle Simpson, District Administrator Kristine Selleck, Bookkeeper Amy O'Neill, and Assistant Manager Austin Stowers.

<u>Jeri Frangello-Anderson made a motion to excuse Ellen Gengler from the meeting. Aaron Shipman</u> seconded. Discussion: None. Motion Passed 4:0 at 6:03pm

02. APPROVE AGENDA

Vanessa Zaputil made a motion to approve the agenda, Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 4:0 at 6:03pm.

03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for December 2018 - Lauren Fawcett

04. CITIZEN COMMENTS

None

05. CONSENT AGENDA

a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Meeting:

Vanessa Zaputil made a motion to approve the Draft Minutes from the December 10, 2018 Regular Meeting, Aaron Shipman seconded. Discussion: None. Motion Passed 4:0 at 6:05pm

b) Approve Vouchers:

<u>Aaron Shipman made a motion to approve the vouchers signed in December 2018. Jeri Frangello-Anderson seconded. Discussion: None. Motion Passed 4:0 at 6:06pm.</u>

06. REPORTS

- a) Commissioners: Each Commissioner verbally gave report of their TPMPD activities starting at 6:06pm.
- b) Director of Aquatics Operations: Michelle Simpson read her Operations report and expressed a need for an Accounts Receivable Policy Update to include late fees. Austin Stowers gave updates on possible grant opportunities. Requests were made to update photos on our website and get guarantees regarding parking spaces.
- c) District Administrator: Kristine Selleck read her report at 6:27 pm.
- d) Financial: Vanessa Zaputil gave report of Finance Committee Activity at 6:33pm. The next Finance Committee meeting is scheduled for February 25, 2019.
- e) Tukwila Pool Advisory Committee (TPAC): Aaron Shipman gave the TPAC Report at 6:43pm- there was discussion regarding student involvement in TPAC and updating the TPAC welcome packet.
- f) Programming & Outreach/Marketing: Christine Neuffer and Aaron Shipman gave the Programming & Outreach and Marketing report at 6:51pm. The next Programming & Outreach Committee meeting will be on January 30, 2019.

07. BUSINESS ITEMS:

a) Authorized Signatures for Accounts Payable Voucher Approval: Resolution 2019-01

<u>Vanessa Zaputil made a motion to approve Resolution 2019-01. Jeri Frangello-Anderson seconded. Discussion:</u>
<u>None. Motion Passed 4:0 at 7:06pm.</u>

b) 2019 Retreat Discussion

2019 Retreat Discussion began at 7:08pm. Christine Neuffer suggested the retreat take place earlier in the year and requested agenda and location suggestions. The following were suggested as possible topics:

- 1) Longevity and Recruiting of Commissioners
- 2) Big Picture Project Ideas
- c) Employee Handbook Update: Effective 01/01/2019

Vanessa Zaputil made a motion to approve the Employee Handbook Updates. Jeri Frangello-Anderson seconded. Discussion: Vanessa Zaputil suggested additional updates to improve consistency among all job descriptions. Vanessa Zaputil withdrew motion at 7:32pm. Jeri Frangello-Anderson withdrew second. Kristine Selleck will make additional changes and present at the next meeting.

- 08. MISCELLANEOUS: none
- 09. EXECUTIVE SESSION: The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110.
- 10. ADJOURNMENT: <u>Jeri Frangello-Anderson made a motion to adjourn the meeting</u>, <u>Aaron Shipman seconded</u>. <u>Discussion: None. Motion Passed 4:0 at 7:36pm.</u>

ATTEST:

Jour Frangello-Anderson, Clerk of the Board

3/18/2019
Date: