



# 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, May 13, 2019, 6:00 p.m.**      *Resolution Numbers:*  
*Location:* **Valley View Water & Sewer District Conference**      **2019-02**  
**Room: 3460 S 148<sup>th</sup> St., Tukwila, WA 98168**

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

Christine Neuffer called meeting to order at 6:00pm, she 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: Commissioner Vanessa Zaputil, Commissioner Ellen Gengler, Commissioner Christine Neuffer, Commissioner Jeri Frangello-Anderson, Commissioner Aaron Shipman, Director of Aquatics Operations Brad Harpin and District Administrator Kristine Selleck

### 02. APPROVE AGENDA

Ellen Gengler made a motion to approve the Agenda, Aaron Shipman seconded.

Discussion:

Vanessa Zaputil made a motion to amend the agenda to add an agenda item – Summer Premium Pay for Lifeguards and Instructors. Ellen Gengler seconded. Discussion: None. Motion Passed 5:0 at 6:04pm.

Original Motion Passed 5:0 at 6:05pm.

### 03. RECOGNITION OF EMPLOYEE OF THE MONTH

Employee of the Month for April 2019 – Amanda Pham

### 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 April 8, 2019 Regular Meeting. Ellen Gengler seconded. Discussion: None. Motion Passed 5.0 at 6:08pm

b) Approve Vouchers:

Ellen Gengler made a motion to approve the vouchers signed in April 2019. Aaron Shipman seconded. Discussion: Aaron Shipman had questions regarding invoices from McKinstry. Motion Passed 5.0

### 06. REPORTS

a) Commissioners: Each Commissioner verbally gave report of their TPMPD activities

b) Director of Aquatics Operations: Brad Harpin read his operations report

c) District Administrator: Kristine Selleck read her district report

d) Finance Committee: Vanessa Zaputil gave report of Finance Committee Activity

e) Tukwila Pool Advisory Committee (TPAC): Thank you, TPAC, for all that you do!

f) Programming & Outreach/Marketing: Next meeting May 15, 2019 at 5:30pm at Tukwila Pool

**07. BUSINESS ITEMS:**

Amended Agenda Item) Summer Premium Pay for Lifeguards and Instructors:

Jeri Frangello-Anderson made a motion to authorize the TPMPD Director of Aquatics Operations to establish a summer wage increase of up to \$2/hr for Lifeguards and Swimming Instructor positions, pending legal review of terms and conditions, for the period 06/01/2019 – 08/31/2019. Vanessa Zaputil seconded. Discussion: None. Motion passed 5:0 at 7:30pm

a) 2019 Unclaimed Property Transfer Authorization: Resolution 2019-02:

Ellen Gengler made a motion to read Resolution 2019-02 by title only. Aaron Shipman seconded. Discussion: None. Motion Passed 5:0 at 7:40pm.

Ellen Gengler made a motion to approve Resolution 2019-02. Aaron Shipman seconded. Discussion: None. Motion passed 5:0 at 7:41pm.

b) Employee Handbook Update – Welcome Letter:

Vanessa Zaputil made a motion to approve the new Director of Aquatics Operations Welcome Letter in the Employee Handbook. Ellen Gengler seconded. Discussion: None. Motion passed 5:0 at 7:56pm.

c) Public Records Requests – Back Up Plan: Bookkeeper, Amy O’Neill will attend to any Public Records Request when the District Administrator is unavailable. A procedure will be written down and distributed.

d) Post Retreat Discussion:

Vanessa Zaputil made a motion to update the Tukwila Pool Metropolitan Park District Mission Statement to read:

TPMPD Mission Statement

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on educating all ages in the lifelong skills of water safety. We carry out this mission with a Board and staff who are compassionate, inclusive, and responsive to the needs of our diverse community, working to foster positive and lifelong experiences with aquatic environments.

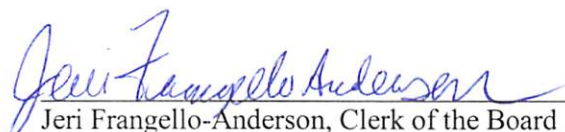
Aaron Shipman seconded. Motion passed 5:0 at 8:06pm.

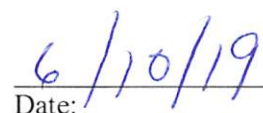
**08. MISCELLANEOUS:** Jeri Frangello-Anderson requested weekly reports to Commissioners regarding District and Operations updates.

**09. EXECUTIVE SESSION:** The TPMPD Board of Commissioners did not recess into Executive Session per RCW 42.30.110.

**10. ADJOURNMENT:** Commissioner Ellen Gengler made a motion to adjourn, Commissioner Jeri Frangello-Anderson seconded. Motion Carries 5:0. Meeting adjourned at 8:37pm

ATTEST:

  
Jeri Frangello-Anderson, Clerk of the Board

  
Date: