

## TUKWILA METROPOLITAN PARK DISTRICT

September 17, 2012 – 7:30 p.m.  
Council Chambers – Tukwila City Hall

### BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

#### CALL TO ORDER

Board President Seal called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 7:35 p.m.

#### TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Joe Duffie, Dennis Robertson, Verna Seal, Allan Ekberg, Kathy Hougardy, De'Sean Quinn, Kate Kruller.

#### TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Lisa M. Marshall, MPD Board Attorney.

#### CITY OF TUKWILA OFFICIALS

David Cline, City Administrator; Rick Still, Parks and Recreation Director; Robert Eaton, Parks and Recreation Project Coordinator; Malcolm Neely, Aquatics Program Coordinator; Amy Kindell, Aquatics Program Specialist; Vicky Carlsen, Deputy Finance Director; Craig Zellerhoff, Fiscal Coordinator; Christy O'Flaherty, City Clerk.

#### CITIZEN COMMENTS

There were no citizen comments.

#### CONSENT AGENDA

a. Approval of Minutes: 8/20/12

b. Approval of Vouchers:

September 4: #361323, 361387, 361407 in the amount of \$4,479.49

September 17: #361425, 361457, 361491 in the amount of \$2,698.85

**MOVED BY DUFFIE, SECONDED BY ROBERTSON TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED 7-0.**

#### BUSINESS ITEMS

**a. Authorize the inclusion of Addendum 1 (to clarify the five items in the "Allowances" section) to Section 4.5.1 of the Energy Services Plan (ESP) adopted by the Board on August 20, 2012.**

**MOVED BY HOUGARDY, SECONDED BY ROBERTSON TO AUTHORIZE THE INCLUSION OF ADDENDUM 1 (TO CLARIFY THE FIVE ITEMS IN THE "ALLOWANCES" SECTION) TO SECTION 4.5.1 OF THE ENERGY SERVICES PLAN (ESP) ADOPTED BY THE BOARD ON AUGUST 20, 2012. MOTION CARRIED 7-0.**

**b. Review and discussion of contracted support services provided by the City.**

Rick Still, Parks and Recreation Director, provided a summary of this topic.

The Tukwila Metropolitan Park District (MPD) entered into a contract for support services with the City of Tukwila upon the formation of the MPD. The contract states that hourly wages and benefits of City staff spent providing support services, plus 10% for overhead expenses, shall not exceed \$7,500 per month.

Following is a breakdown of the costs associated with the contract support services being provided to the MPD by the City of Tukwila for the period September 12, 2011 through August 15, 2012.

	2011	2012	Total	Average Per Month
<b>City Clerk</b>	\$583	\$4,208	\$4,791	\$432
<b>IT</b>	\$165	\$690	\$855	\$77
<b>Finance</b>	\$4,828	\$12,055	\$16,883	\$1,521
<b>Parks &amp; Rec.</b>	\$21,001	\$46,038	\$67,039	\$6,040
<b>Human Resources</b>	\$195	\$483	\$678	\$61
<b>Total</b>	<b>\$26,771</b>	<b>\$63,474</b>	<b>\$90,246</b>	<b>\$8,130</b>
<b># of Months</b>	<b>3.6</b>	<b>7.5</b>	<b>11.10</b>	<b>1</b>
<b>Cost/Month Average</b>	<b>\$7,437</b>	<b>\$8,463</b>	<b>\$8,130</b>	<b>\$8,130</b>

Currently the average monthly cost is about \$630 per month over the allotted \$7,500 contracted amount. This is due to the amount of time the Parks and Recreation Department has spent on the Capital Improvement Project, Board meeting preparation and presentation, and Tukwila Pool Advisory Committee (TPAC) support; and the Finance Department's time spent on researching the funding options for the Capital Improvement Project. Once construction is complete in February, it is anticipated that the average cost per month will decrease to the \$7,500 per month cost or below. It will be easier to see what the real costs are to support the pool once the Capital Improvement Project is complete. The City's costs for the scope of work outlined in the contract will continue to be tracked through the MPD project accounting code, and the contracted amount could be adjusted during the next budget cycle if necessary.

There are some administrative and indirect costs that are not being fully captured at this time, to include computer server, email, CLASS software maintenance and support costs, and employee benefit administration. It is recommended that the current contract remain at \$7,500 per month until the Capital Improvement Project is complete and "normal" operations can be better defined.

The Board members exchanged comments on this issue to include: concern regarding gifting funds from the City to the MPD; the need to monitor the costs after the Capital Improvement Project is complete; the importance of capturing all costs associated with the MPD to include time spent by the City Administrator; and the possibility of having an independent accountant review the costs.

Vanessa Zaputil, TPAC member, conveyed that time is of the essence in capturing the actual costs of operating the MPD, and it would be beneficial for TPAC to know when that information will be forthcoming.

Based on a question from Board Member Kruller, Lisa Marshall, MPD Board Attorney, explained that the City has the right to refund money and the MPD has the authority to accept it. Park Districts have the same authority under the code as cities have. An accounting at the end of a certain time period to determine whether there should be a refund or not is prudent. She relayed that typically those accountings are done the first quarter of the year following the timeframe. Preferably, the Interlocal Agreement reflects the manner in which transfers will be made.

Board President Seal stated that it will be necessary to ensure the agreement has the necessary language as referenced by Ms. Marshall.

**Board consensus existed to keep the contract at \$7,500 per month at this time, consider this item on the 2013 first quarter agenda, and review the legal issues associated with the Interlocal Agreement.**

**c. Discussion regarding an independent review of contracted support services.**

Rick Still, Parks and Recreation Director, explained the MPD entered into a contract with the City upon the formation of the MPD. At the last Board meeting, staff was asked to provide information regarding a process to obtain an independent review of the contracted support services that are provided for the MPD by the City and a method to find alternate means to provide the services.

There are several steps that should be taken to determine and to contract the scope of work for an independent review of the contracted support services provided for the MPD. A consultant scope of work would need to be determined to ascertain the appropriate type of consultant to perform the contracted support services review. A Request for Qualifications (RFQ) or a Request for Proposals (RFP) process would need to occur to seek and obtain a qualified consultant that could perform the scope of work. Once the most qualified consultant has been selected, the final scope of work, timeline and fee would be negotiated and then a contract executed by the MPD.

The Board Members discussed this item and offered the following comments: the necessity of determining "when" this should be initiated, "who" should find a consultant and prepare an RFP, and "who" the consultants would report back to; concern regarding a conflict of interest if the City is to become a competitor in the process; issues associated with costs to duplicate current operational systems; the need to finish the Capital Improvement Project and wait for the pool reopening; problems that could occur if an RFP is developed prior to concerns being articulated by the Board; and the importance of the Board taking some time to brainstorm and discuss their ideas prior to moving forward.

Bryan Nelson, TPAC Chair, said the citizens have asked that due diligence be a priority. In his view, these decisions have long-term impacts and taking the necessary time to gain the correct information will instill confidence in the process.

**Board consensus existed to consider the topic of contracted support services and a potential independent review at the December 17, 2012 MPD Board Meeting.**

**d. Preliminary review of 2013 program and fees.**

Mr. Still utilized a Powerpoint presentation to provide an overview of the pool programs and associated fees.

**Wins for the Tukwila Pool in 2012:**

- Highest grossing month ever in July 2012 - \$35,626.27.
- Third highest grossing month ever was August 2012 - \$29,892.72.
- Program revenue highest ever for Summer 2012.
- Increased hiring & training of local students has resulted in a staff that is more representative of the Tukwila community.
- New look to the Fall 2012 brochure.
- Major Capital Improvement Project (CIP) going to construction.
- By August 31, 2012, program revenues were \$98,655.41. *(At the end of 2011, revenues were \$100,000.00.)*
- Roughly 60% of the swimming lessons taught at Tukwila Pool are to Tukwila residents.
- There were 1,880 registrants for swimming lessons through August 31, 2012 *(up 10% from the best year for the same time period and 35% better than the 10 year average for the same period).*
- Sales of pool passes are up 10% over 2011.

In December 2011, the Board reviewed user fees and directed staff to increase selected non-resident user fees. At that time, the Board decided it would be best to review fees again, at a later date, to determine if fees should change for all users upon the completion of the Capital Improvement Project. Even with the fee increase, most user fees remain slightly below average for similar aquatic facilities in the region. Resident user fees remain below the regional average for nearly all fee types. As the Board reviews user fees, the following options may be considered:

*Option 1*

Continue to utilize the current user fee structure.

*Option 2*

Beginning January 1, 2013:

- Increase all pass fees by 5% (rounding up to the next dollar) with the exception of non-resident 10 punch cards. Non-resident 10 punch cards should remain at current rates as they are already equal to 10 drop-in visits.
- Increase resident individual lane rental rate to equal non-resident individual lane rental rate.

Vanessa Zaputil, TPAC member, said the Committee looks forward to reviewing the proposed increases, and it would be beneficial for them to know how much revenue is anticipated to be generated.

The Board Members asked clarifying questions regarding the presentation and offered the following comments: the need to keep pace with other area pools; the significance of raising fees incrementally over time, rather than having large increases; acknowledgement that the Highline School District is part of the service area and the need to make connections with those community members; and the possibility of re-introducing the shuttle service to McMicken Heights Elementary School.

Jacque Carroll, 16241 49<sup>th</sup> Avenue South, referenced her experiences in talking with senior citizens in the community and emphasized the importance of being mindful of the challenges associated with being on a fixed income.

Bryan Nelson, TPAC Chair, thanked the staff for providing the information regarding the pool programs and fees. He would find it helpful to have the statistics to compare the figures with the industry average.

**Board consensus existed to forward the fee increase options to the Tukwila Pool Advisory Committee (TPAC) for review and recommendations.**

**e. Review and direction regarding the work plan for the Tukwila Pool Advisory Committee (TPAC).**

The TPAC was formed through Resolution #8 in early 2012. TPAC has been very active throughout the past nine months and has provided significant input into the upcoming pool improvement project. Staff has appreciated the assistance of the Committee throughout the construction planning process and is grateful for the energy this Committee has put forth. As construction moves forward, staff would like to see the energy of the Committee continue to be utilized for the benefit of the pool and the community.

TPAC has developed a priorities list and is currently developing a Work Plan/Long-Term Agenda. At TPAC's September 12, 2012 meeting, the group discussed their desire to continue to assist the MPD Board and staff. They also expressed the desire for guidance from the Board. TPAC discussed the need for direction regarding the MPD Long-Term Agenda and how they can be useful in assisting the Board. TPAC also discussed the need for guidance regarding other efforts they may be pursuing. Some examples include building relationships with the Tukwila School Board and pool marketing/ outreach.

Staff is requesting the Board review Resolution #8 and the TPAC priorities list, along with the MPD Long-Term Agenda, to determine specific direction and/or guidance to TPAC to ensure the Committee's energy is best utilized.

Board President Seal distributed a consolidated list based on the Long-Term Agenda and the TPAC priorities list, in compliance with Resolution #8, as a tool in discussing this topic. The itemized list is as follows, with changes in strike-through, underlined format based on changes made by the Board.

**Section 7. Purpose (from MPD Resolution #8).** The Citizens Pool Advisory Committee will:

POLICY AND STANDARDS

1. **Plan, promote and recommend policy and standards for construction, ...** [SHORT-TERM CAPITAL IMPROVEMENTS]

Direction: Review potential project list and make recommendation on community needs and interest for pool improvements. Keep the pool operating for 20 years, maintain safety standards and regulations, improve energy efficiency, and improve comfort for pool users.

TPAC Action – Prepared recommended priorities of capital projects depending upon the amount of funding available.

Direction: Work with staff to prepare a re-grand opening event(s) of the pool for February.

TPAC Action –

**...development, ...** [LONG RANGE PLAN FOR FUTURE OF AQUATICS IN TUKWILA]

Direction: No direction at this time.

TPAC Action –

**...maintenance, and...** [ON GOING FACILITY, MECHANICAL AND JANITORIAL SERVICE]

Direction: No direction at this time.

TPAC Action –

**...operations...** ["DAY TO DAY" MANAGEMENT OF AQUATIC PROGRAMS AND RENTALS] **of aquatic facilities within the TMPD limits by majority vote.**

Direction: ~~No direction at this time or Review Rental Policy – does the policy meet the needs of the community?~~ Review of the rental policy to determine if it meets the needs of the community.

TPAC Action –

COMMUNITY OUTREACH

2. **Develop and recommend programs to promote aquatic services and. ...** [METHODS TO PROMOTE THE POOL]

Direction: Create a pool promotional program to present while attending community events, pool events and Tukwila the City's school districts events that promote swim lessons, pool rentals and the re-grand opening.

TPAC – Teacher/parent nights at the schools, merchandise, school district curriculum, and pre-school and daycare outreach.

**...to inform the public of aquatic facilities that are available for public use. ...** [METHODS TO INFORM PEOPLE ABOUT THE POOL]

Direction: Work with staff to assist in developing methods to inform the public regarding opportunities at the pool; program brochure, backpack express, web page, email communication, Facebook, Twitter and keeping current on CIP construction updates.

TPAC Action –

AQUATIC SERVICES

3. **Encourage, recommend and aid programs for or related to aquatics services and enrichment. ...** [IDENTIFY COMMUNITY NEEDS, DESIRES AND INTEREST FOR AQUATIC SERVICES]

Direction: Document community needs, interest and desires for aquatic programs and work with staff to recommend the best way that these needs can be met, to include outreach to Tukwila's culturally diverse population.

TPAC Action - Saturday swim lessons, afterschool programs, and on-line registration.

## OBTAIN FUNDING – GRANTS & GIFTS

### **4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.**

Direction: Research and recommend methods of obtaining private or government funding to provide aquatic programs for our community; and/or to enhance the capital improvement project. Example – Obtain funding for low income beginning swimmers and the “entrance enclosure” project.

TPAC Action –

### **5. Promote pool gift giving, including setting standards for such gifts.**

Direction: Research and recommend methods and guidelines for receiving gifts to support the scholarship program for youth swim lessons; and/or to enhance the capital improvement project. Example – Obtain funding for low income beginning swimmers and the “entrance enclosure” project.

TPAC Action –

## OTHER ADVICE

### **6. Render any other advice and assistance related to aquatics services.**

Direction: Review the proposed fee structure for 2013. Provide recommendation(s) regarding resident and non-resident fees for 2013 and a proposed timeline for implementing the fees by November 9, 2012. Implementation examples: 1) At the time of the re-grand opening, or 2) at one of the new brochure times.

Direction: Review the proposed 2013 Budget. Provide recommendation(s) regarding the assumptions versus reality by November 9, 2012.

TPAC Action – There is an annual need for an increased marketing budget, and a special one-time budget need for the re-grand opening celebration.

Direction: Consider new ideas, recommendations, and suggestions related to aquatic services.

TPAC Action –

Direction: Review the “Legal opinion outlining steps to change the MPD governance to an elected board.” and prepare a recommendation(s) by XX-XX-XXX.

TPAC Action –

Bryan Nelson, TPAC Chair, stated this is what TPAC requested to ensure that the Board and TPAC are on the same page, and it is important that TPAC be a part of the long-term vision.

Ellen Gengler, 13727 Macadam Road South, indicated that as a citizen and member of the STP (Sustain Tukwila Pool) group, she has found that many people like to talk to TPAC members regarding operational issues associated with the pool. She would encourage users to continue to share their concerns.

Additionally, Mr. Nelson referenced Item #2 and working with the school districts and asked for any additional input from the Board.

Board Member Quinn suggested that the TPAC not limit themselves and move forward to build a relationship with the school districts. Board Member Robertson concurred.

## **REPORTS**

- a. Commissioners
- b. Staff:
  - Capital Improvement Program (CIP) Status
  - Operational Issues
  - Short-term agenda review
- c. Tukwila Pool Advisory Committee (TPAC):
  - Agendas and Minutes
  - Chairperson Report

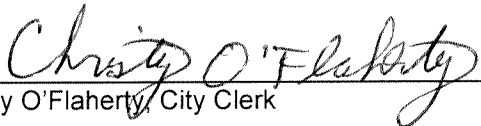
Bryan Nelson, TPAC Chair, reported that the commission has been talking about the work plan. Additionally, 2 of the committee member appointments expire in December, and they would like to have appointments on the December MPD agenda.

- d. Miscellaneous
  - Long-term agenda
  - Next meeting is October 15, 2012

## **ADJOURNMENT**

**9:33 p.m. MOVED BY QUINN, SECONDED BY KRULLER THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 7-0.**

  
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Verna Seal, President, Board of Commissioners

  
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Christy O'Flaherty, City Clerk