

TUKWILA METROPOLITAN PARK DISTRICT

**February 19, 2013 – 8:00 p.m.
Council Chambers – Tukwila City Hall**

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER

Board President Seal called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 8:02 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; Peggy McCarthy, Board Treasurer.

CITY OF TUKWILA OFFICIALS

David Cline, City Administrator; Rick Still, Parks and Recreation Director; Christy O'Flaherty, City Clerk.

CITIZEN COMMENTS

Christine Neuffer, 13813 37th Avenue South, would like to see City matters kept separately from MPD business and would like to know a timeline for when the MPD Commissioners will have separate email addresses.

Board President Seal indicated this will be a topic for the MPD Board Retreat, with more information coming on April 1, 2013.

Jacque Carroll, 16241 49th Avenue South, noticed that the long-term agenda has no April meeting scheduled, and she feels there is a need for the MPD Board to meet regularly.

Alex Zaputil, 15171 52nd Avenue South #5, said his mom suggested he relay his desires for pool operations. He would like to see swimming for home schoolers in the afternoons, and he prefers a day other than Thursdays.

Vanessa Zaputil, 15171 52nd Avenue South #5, relayed that the MPD vouchers are noted by date and total in the minutes, and she feels a best practice would be for the vouchers to be provided in the agenda packet in spreadsheet format.

CONSENT AGENDA

a. Approval of Minutes: 1/22/13

b. Approval of Vouchers:

January 28: #362545, 362573, 362575 in the amount of \$11,516.65

February 19: #130100, 362669, 362693, 362622, 362641 in the amount of \$437,608.88

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

BUSINESS ITEMS

a. Capital project update.

Rick Still, Parks and Recreation Director, gave an overview of the capital project. Construction is in a wrap-up state at this time, and a punch list walk-through has been conducted. The pool has been filled and the water is being balanced and treated. Staff is working on numerous in-house projects to continue saving money by completing small items not included in McKinstry's scope of work. Everything is on schedule for the soft opening on March 4, 2013. The grand re-opening is scheduled for April 20, 2013 in concurrence with the nation-wide aquatics event, April Pools Day.

b. Update on City staff time utilized for pool operations.

Peggy McCarthy, Board Treasurer, provided an overview of the following chart, showing the actual costs associated with the contracted support services being provided to the MPD by the City of Tukwila.

Department	2012 Wages and Benefits	10% Overhead	Total	Average Per Month
City Administrator	\$5,295	\$530	\$5,825	\$485
City Clerk	8,934	893	9,827	819
IT	762	76	838	70
Finance	19,278	1,928	21,206	1,767
Parks & Rec	80,565	8,057	88,622	7,385
Human Resources	553	55	608	51
Total	\$115,387	\$11,539	\$126,926	\$10,577
Avg Monthly Cost	\$9,616	\$962	\$10,577	

The MPD support service charge for 2012 according to the interlocal agreement was limited to \$90,000 or \$7,500 per month compared to the actual support services cost of \$126,926 or \$10,577 per month.

The Board Members asked clarifying questions of staff and discussed the support service charges and offered the following comments: The need to know how much staff time has been attributed to the recent capital project that is nearing completion; The necessity for staff to complete the added step of including a descriptive note about the work being performed when filling out their timecards; The need to ensure that the work involved for City sponsored events at the pool facility are not charged to the MPD; The possibility of reviewing alternative systems for burglar alarms to reduce staff time; The importance of the MPD Board having a monthly average of all costs associated with maintaining the pool; and Acknowledgement that a few years ago, the pool was going to be closed due to high costs and because of the work of staff and volunteers, the pool remains open and has undergone a successful renovation.

Rick Still, Parks and Recreation Director, explained that he anticipates the staff time will go down once the capital project is complete.

Peggy McCarthy, Board Treasurer, stated she would communicate with staff regarding the need to take the next step in the timecard process and add descriptive text regarding the work being performed.

Dave Puki, 3748 South 152nd Street, acknowledged that the work done by all involved in this effort "is wonderful." In the next month, we will be reopening a pool - fit for its intended use by not only the Tukwila citizens but for the broader community as well.

Vanessa Zaputil, 15171 52nd Avenue South #5, requested the following 4 items be considered: (1) The summary of City employee staff time include a descriptive note of the work performed; (2) Better training of staff as it relates to MPD charges; (3) Change the current burglar alarm contact to full time management staff; and (4) Consult independent experts to increase efficiency.

c. Update on collaboration between the Tukwila School District and the Tukwila Pool. Dr. Melody Matthes, Interim School District Superintendent.

Dr. Melody Matthes, Interim Tukwila School District Superintendent, addressed the Board regarding recent collaborative efforts between the City staff, citizen advocates for the pool, and the School District.

Integration of swimming as part of the Physical Education (PE) program is underway at Foster High School. The course catalog will have swimming as an option, and students can register either for first period or the last period of the school day. There are minimum class sizes to fill, and the program will be dependent on how many students sign up. The common goal is for the kids to learn to swim and appreciate the water.

Dr. Matthes expressed that the pool is in an ideal location, and collaboration between the school district and other involved parties was "meant to be." She would like to see the opportunities expanded to the middle school, Special Olympics, and in other areas when possible.

Board Member Ekberg conveyed that he would pay for swim suits for those students who sign up for swimming and cannot afford a swim suit. Board Members Quinn and Duffie echoed that sentiment, and there were comments from the Board Members about possible fundraising activities.

Dr. Matthes thanked the Board for their support, and the Board Members expressed appreciation to Dr. Matthes for the presentation and collaborative efforts made by the School District regarding the Tukwila Pool.

REPORTS

a. Commissioners – Correspondence from Sustain Tukwila Pool (STP)

Board President Seal referenced the memorandum from STP in the packet regarding the School District relationship.

b. Staff:

- Capital Improvement Project update
- Operations
- Short-term agenda

c. Tukwila Pool Advisory Committee (TPAC):

- Agenda and minutes
- Chairperson report

Board President Seal relayed that the TPAC minutes from February 6, 2013 were distributed to the Board before the meeting this evening.

Bryan Nelson, TPAC Chair, indicated the focus of the Committee is to work on the Scholarship Program and marketing.

Board Member Kruller inquired if there is a Scholarship Program in effect at this time. Mr. Nelson indicated that the current program is more of an assistance program to offset costs for those who cannot afford to pay. Mr. Still stated this has been in place since the pool opened, and he can provide the costs for the program.

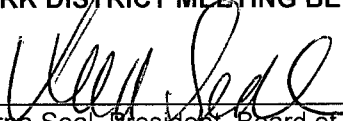
d. Next meeting is March 18, 2013.

MISCELLANEOUS

Board President Seal referenced the MPD Board Retreat in March. The list of discussion items is lengthy, and it is important for the Board to use the time wisely and prioritize those items of the greatest significance. She is seeking Board input regarding the possibility of hiring a facilitator or content expert to assist with the agenda and guide the discussion. The Board Members discussed this issue, and there was consensus for a sub-committee of the Board to review this matter to determine if a facilitator or content expert should be brought in to assist. It was determined that Board Members Robertson and Ekberg would work with Board President Seal to assess next steps.

ADJOURNMENT

9:15 p.m. MOVED BY QUINN, SECONDED BY ROBERTSON THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 7-0.



Verna Seal, President, Board of Commissioners



Christy O'Flaherty, City Clerk