

TUKWILA METROPOLITAN PARK DISTRICT

April 15, 2013 – 7:30 p.m.
Council Chambers – Tukwila City Hall

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

Clerk of the Board Quinn called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 7:30 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Peggy McCarthy, Board Treasurer.

CITY OF TUKWILA OFFICIALS

Jim Haggerton, Mayor; David Cline, City Administrator; Rick Still, Parks and Recreation Director; Vicky Carlsen, Deputy Finance Director; Melissa Hart, Deputy City Clerk.

MOVED BY KRULLER, SECONDED BY DUFFIE TO EXCUSE BOARD PRESIDENT SEAL FROM THE MEETING. MOTION CARRIED 6-0.

CITIZEN COMMENTS

Dave Puki, 3748 South 152nd Street, spoke about the meeting he attended with Dr. Mellody Matthes, Tukwila School District Interim Superintendent, regarding a swimming program for students. Mr. Puki read some of the email Dr. Matthes wrote about ideas she has for the program. Dr. Matthes has asked the MPD if it is possible to put together an open swim program during the summer school months for an after-summer-school opportunity. He feels the program could greatly benefit homeless and single-parent households, giving the children alternative recreation. Mr. Puki feels this would be a great idea and decided to bring the idea to the board.

Board Member Hougardy asked about the time of this possible program. Mr. Puki answered it is just for the summer school session, and the pool is open and free at the time requested.

Board Member Robertson inquired as to when the program would begin. Mr. Puki said it would be the week following the closing of the regular school's session.

David Cline, City Administrator, stated staff would gladly continue working out the details if the Board is in favor of pursuing this proposal.

There was Board consensus to have City staff follow up on the proposal to include swimming lessons as part of the summer school program.

Vanessa Zaputil, 15171 52nd Avenue South #5, reminded the public that the Sustain Tukwila Pool (STP) group is hosting the Walk the Plank fundraiser at noon on April 20th at the Tukwila Pool Grand Reopening. Many City officials will be in attendance, and the proceeds will support the MPD scholarship fund.

Jacque Carroll, 16241 49th Avenue South, asked who she should contact regarding incorporating a policy on using the email list to notify the public when the pool is closed.

Rick Still, Parks and Recreation Director, stated that the email list they have is currently used as a marketing tool at this time. The alternative could be having pool users sign up if they want to be notified of pool closures. If people are signed up for this, every effort would be made to notify them.

Board Member Kruller wondered if the email or tweet would work for everyone since there may be people without access to electronic notifications.

Mr. Still commented that there are some options to look into for those cases.

Clerk of the Board Quinn said the MPD meeting is the appropriate place to voice concerns and that a best practice could possibly work into the pool management procedures, as they are still a work in progress and will continue to change and evolve.

Kim McCoy, 14202 56th Avenue South, commented that his wife and he have been patrons of the pool and are pleased with the remodel and appreciated the staff's efforts as well. He asked about the decision process on the governance of the pool and how citizens can have a voice in that as well.

Board Member Robertson stated that the governance issue has been put aside for the moment due to the capital improvement issue. Also, the possibility of hiring an Executive Director to provide leadership is being considered.

CONSENT AGENDA

a. Approval of Minutes: 3/18/13

b. Approval of Vouchers:

April 1: #362944, 362991, 362997, 363000 in the amount of \$112,797.20

April 15: #363089, 363118, 363137, 363138, 363158 in the amount of \$8,477.79

MOVED BY DUFFIE, SECONDED BY ROBERTSON TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED 6-0.

BUSINESS ITEMS

a. Adopt the vision and goals for the Metropolitan Park District as outlined in the April 10, 2013 Informational Memorandum in the agenda packet and move forward with implementation of goals.

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals:

- A. To operate a financially self-sustaining aquatics program.
- B. To provide a pool that is a safe haven.
- C. To be welcoming and inclusive to all.
- D. To maintain and support community involvement in the pool.
- E. To provide creative and relevant programs.
- F. To provide annual performance reporting to the community.
- G. To continue to review governance.

The overarching goal is to provide the best run municipal aquatics program in the state.

MOVED BY ROBERTSON, SECONDED BY DUFFIE TO ADOPT THE VISION AND GOALS FOR THE METROPOLITAN PARK DISTRICT AS SUBMITTED AND OUTLINED IN THE AGENDA PACKET.*

Board Member Kruller spoke in favor of the adoption of the vision and goals and moving them forward. However, she suggested that the vision and the overarching goal should be reversed. She feels a friendly amendment to the vision and goals should be considered at the next meeting.

Board Member Hougardy spoke about the work done at the retreat and the goals outlined during the retreat were that the MPD mission should be "the best run municipal aquatic program in the state." The vision is the same, which is to provide a sustainable aquatic pool that exceeds the community's need. Board Member Kruller concurred.

Board Member Robertson stated the overarching goal listed on page 1 (of the agenda packet) ties into the goals summary as identified on page 3. One of the things that may need more attention would be the actual programs themselves. At some point there needs to be a way to measure the success of the programs to be sure they are performing at the levels anticipated. Additionally, he referenced page 3 of the agenda packet, specifically item E (b), "*deliver opportunities to all in the District*". He said there are multiple school districts within the Metropolitan Park District and in the City and, perhaps in the future, the plan should be increased to include all the school districts.

Board Member Quinn suggested this item be discussed when Board President Seal can be present.

*** Board Member Robertson withdrew his original motion.**

MOVED BY ROBERTSON, SECONDED BY HOUGARDY TO FORWARD THIS ITEM TO THE NEXT MPD MEETING. MOTION CARRIED 6-0.

b. Approve the Request for Proposals (RFP) for legal services as outlined in the agenda packet; proceed with the public notification process; and establish a sub-committee to review proposals and provide a recommendation to MPD Board.

The Tukwila Metropolitan Park District has been contracting for legal services since the District's inception in 2011. The current contract for legal services expires on June 20, 2013. During the March 30, 2013 Board Retreat, there was discussion regarding a Request for Proposals (RFP) process being implemented prior to entering into a new legal services contract. A draft RFP is included in the agenda packet (pages 7-10) for Board consideration.

MOVED BY ROBERTSON, SECONDED BY DUFFIE TO APPROVE THE REQUEST FOR PROPOSALS FOR LEGAL SERVICES AS OUTLINED IN THE AGENDA PACKET.*

Board Member Ekberg asked about how to compare responding firms and their fee structures.

Rick Still, Parks and Recreation Director, explained the Board will be reviewing responsive RFP's and that includes the cost evaluations (fee and pricing structure) proposed. Some larger firms could propose a flat fee, while independent attorneys could propose an hourly rate.

Board Member Kruller voiced her concerns about approving the draft RFP unless a sub-committee will be established to review responsive RFPs and asked for clarity about qualification questions.

Mr. Still explained staff reviewed 7 sample RFPs and selected the best criteria from the samples to draft this RFP. A principal attorney would charge more than a legal assistant, so it is important to know what the qualifications are of the legal staff who will be assigned to the proposal. If the person writing the proposal is a single practitioner, they would not need to fill in the qualification questions. However, if a law firm is writing the proposal, they would be required to provide information on which staff members they would be using to provide services to the MPD.

There was further discussion regarding administrative language revisions and possible removal of the fourth bullet under "Attorney Qualifications" and the consensus was to remove the item in its entirety.

***MOTION CARRIED 6-0.**

c. Authorize the Board President to sign Addendum #4 to the Interlocal Agreement with the City of Tukwila for support services with a new termination date of December 31, 2013.

On January 7, 2013 the MPD Board authorized Addendum No. 3 extending the Interlocal Agreement (ILA) for support services to July 15, 2013, with the condition that this item be discussed at the MPD Board retreat. At the March 30, 2013 retreat, the Board discussed options for extending the current Interlocal Agreement for support services with the City through December 31, 2013. Extending the ILA will allow time to develop a process for hiring an Executive Director and to continue to review and understand components of support services and needs of the Tukwila pool.

**MOVED BY ROBERTSON, SECONDED BY HOUGARDY TO AUTHORIZE THE BOARD PRESIDENT TO SIGN ADDENDUM #4 TO THE INTERLOCAL AGREEMENT WITH THE CITY OF TUKWILA FOR SUPPORT SERVICES, WITH A NEW TERMINATION DATE OF DECEMBER 31, 2013.
MOTION CARRIED 6-0.**

REPORTS

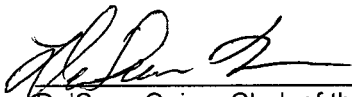
- a. Commissioners:
Board Member Ekberg reported on questions that arose during the most recent Council Coffee Chat. The first question was whether there has been any interest expressed from outside people with regard to the RFP. Secondly, how is the pool insured for liability and who owns the building? These questions will be forwarded to staff for answers.
- b. Staff:
 - Grand Re-Opening
 - Capital Improvement Program Status
 - Operational Issues
 - Short Term Agenda Review
- c. Tukwila Pool Advisory Committee (TPAC):
 - Agenda and minutes
 - The Chairperson report was given by Vanessa Zaputil, Vice Chair, who reported that the best practices presented at the Board Retreat were well received and will continue to be developed. Other projects include gathering reports on marketing for the pool re-opening. TPAC's long term agenda will be presented after the pool's grand re-opening.
- d. Next meeting is May 20, 2013

MISCELLANEOUS

Board Member Ekberg commented that the Des Moines MPD has invited the Tukwila MPD Board to attend a meeting to be held on April 27, 2013 at the Burien Library. The speaker will address the management of MPDs.

ADJOURNMENT

8:34 p.m. MOVED BY DUFFIE, SECONDED BY KRULLER THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 6-0.



De'Sean Quinn, Clerk of the Board of Commissioners



Minutes by Lady of Letters
Reviewed by Melissa Hart, Deputy City Clerk