

TUKWILA METROPOLITAN PARK DISTRICT

**May 20, 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 8:13 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

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

MOVED BY QUINN, SECONDED BY KRULLER TO EXCUSE BOARD MEMBER HOUGARDY FROM THE MPD MEETING. MOTION CARRIED 6-0.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Peggy McCarthy, Board Treasurer.

CITY OF TUKWILA OFFICIALS

David Cline, City Administrator; Rick Still, Parks and Recreation Director; Amy Kindell, Aquatics Program Specialist, Melissa Hart, Deputy City Clerk.

SPECIAL PRESENTATION

Presentation of check for the scholarship fund from Sustain Tukwila Pool (STP) community members.

Christine Neuffer from Sustain Tukwila Pool (STP) presented a check to Board President Seal in the amount of \$1,042.00. She explained STP held the Walk the Plank event at the Tukwila Pool grand reopening to raise money for the Tukwila Pool Scholarship Fund. STP thanked all the Board Members and the Mayor for participating in the event. Their goal was to raise \$500 and they succeeded in doubling that amount.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

a. Approval of Minutes: 4/15/13

b. Approval of Vouchers:

April 22: #130300, 363207 in the amount of \$3,576.21

May 5: #363241, 363254, 363300, 363320, 363354 in the amount of \$5,398.77

May 20: #363450, 363373 in the amount of \$57,377.81

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

BUSINESS ITEMS

a. A motion to adopt the vision and goals for the Metropolitan Park District as outlined in the May 15, 2013 Informational Memorandum in the agenda packet, and to move forward with implementation of the goals.

Board Member Robertson asked the Board to consider an amendment to the second item on page 7 which states '*promote a safe and healthy place to recreate and learn*' and suggested the word '*promote*' be changed to '*ensure*'. The Board agreed with the proposed amendment.

MOVED BY KRULLER, SECONDED BY DUFFIE TO ADOPT THE VISION AND GOALS FOR THE METROPOLITAN PARK DISTRICT AS OUTLINED IN THE MAY 15, 2013 INFORMATIONAL MEMORANDUM IN THE AGENDA PACKET, AS AMENDED, AND TO MOVE FORWARD WITH IMPLEMENTATION OF THE GOALS. MOTION CARRIED 6-0.

b. A motion to adopt the revised long-term agenda (as outlined in the agenda packet).

MOVED BY QUINN, SECONDED BY DUFFIE TO ADOPT THE LONG-TERM AGENDA AS OUTLINED IN THE AGENDA PACKET*

Board Member Ekberg asked about the RFQ (Request for Qualifications) for pool service operations and when that item would be discussed, as it does not appear on the long-term agenda.

Rick Still, Parks and Recreation Director, explained it was his understanding that once an Executive Director has been selected, that person would be tasked with the planning for pool support services.

Board President Seal understood that the decision about the RFP (Request for Proposals) and hiring a part-time Executive Director would be discussed by a subcommittee.

Board Member Quinn clarified that discussion at the Board Retreat centered around plans for a subcommittee to be formed to discuss the role of the Executive Director. He voiced his support for that plan.

Board President Seal stated the subcommittee would identify the role of the Executive Director, and in July the Board will discuss the services associated with the pool. In August the Director will be selected, in September there will be further conversation about the pool services, and the discussion will continue into November.

Board President Seal asked for volunteers for the subcommittee and Board Members Robertson, Kruller and Ekberg volunteered, with Board Member Ekberg being appointed chairperson of the sub-committee by Board President Seal.

The board discussed and agreed that the long-term agenda for June should read *Executive Director discussion and RFP*.

***MOTION CARRIED 6-0, TO ADOPT THE LONG-TERM AGENDA AS AMENDED.**

c. A motion endorsing the sub-award agreement between Seattle Children's Hospital and the City of Tukwila for the Community Transformation grant, in the amount of \$48,000.00. Grant will be used to support universal swimming opportunities and overcoming barriers to participation in aquatic recreation opportunities.

MOVED BY QUINN, SECONDED BY DUFFIE TO ENDORSE THE SUB-AWARD AGREEMENT BETWEEN SEATTLE CHILDREN'S HOSPITAL AND THE CITY OF TUKWILA FOR THE COMMUNITY TRANSFORMATION GRANT, IN THE AMOUNT OF \$48,000.00. GRANT WILL BE USED TO SUPPORT UNIVERSAL SWIMMING OPPORTUNITIES AND OVERCOMING BARRIERS TO PARTICIPATION IN AQUATIC RECREATION OPPORTUNITIES.*

Mr. Still provided the Board Members with the background on the grant opportunity. In discussion with the granting agency, it was understood that the pool would be the focus to remove barriers to aquatic opportunities. The MPD did not qualify to apply for the grant, so the City worked closely with Children's Hospital and applied knowing what programs are running next year and what items needed support. The grant money will be tracked and reimbursed, so there will be direct charges to the MPD. Board Member Duffie asked where the funding is coming from and who will be in charge of it.

Mr. Still stated that the money is a sub-award grant from Seattle Children's Hospital, who actually receives the money and then sends it to the City of Tukwila to help fund creation of the proposed policies.

Board Member Kruller commented that the source of the money will not come out of the budget and that when it gets to the end of the grant, the MPD has the ability to accept or reject the recommendations that come from the project and policies.

Vanessa Zaputil, 15171 52nd Avenue South, stated that she attended the recent Community Affairs and Parks Committee meeting and received clarification from the staff regarding this grant. Ms. Zaputil looks forward to seeing the policy and the results when they are completed, and she urged staff to have the proposed policy reviewed by the City Attorney. She encouraged the Board Members to think about a policy handbook for the MPD.

***MOTION CARRIED 6-0.**

REPORTS

a. Commissioners:

Board President Seal announced that the TPAC (Tukwila Pool Advisory) Chair, Bryan Nelson, has resigned, and there are two openings on TPAC. The announcement the open TPAC positions will be posted and the normal process for applications will be followed. Once the applications have been received, she and David Puki (new TPAC Chair) will review the applications and make recommendations to the Board. Additionally, the Board was notified that the current MPD attorney, Lisa Marshall, will not be renewing her contract for services. The Board Members thanked the TPAC members for their service.

b. Staff:

- Capital Improvement Program status

Mr. Still reported that there were no other major capital improvements underway and staff is working on the remaining smaller projects that need to be completed.

- Operations – no report given.
- 2013 1st Quarter report – program and financial, support services

Vanessa Zaputil, 15171 52nd Avenue South, stated upon reviewing the support services report that in mid-February, there were staff hours listed under "Support Service Summary" (pages 61-70 of the agenda packet). She said the summary has to do with the fee set via the Interlocal Agreement (monthly charge by the City to the MPD). Her concern is that the way the hours are reported, it may seem like double billing to the public. She noted some items that were included in the Interlocal Agreement should have been itemized in the CIP (Capital Improvement Program) budget. Ms. Zaputil suggested that each line item, such as the third grade passes, be reported individually so those costs can be tracked and to monitor how many passes are redeemed. She feels reporting all programs individually would help the Board understand how much of the community is participating and ensure the population is being served.

Board Member Quinn commented that the issue raised by Ms. Zaputil could be a future discussion for the Board, and some of the requested information could be provided in the staff report.

- Short-term agenda review

c. Tukwila Pool Advisory Committee (TPAC):

- Agenda and minutes
- Chairperson report

Vice-Chair Vanessa Zaputil reported that there was one opening in the committee now and another member is resigning. The committee would like to thank all the members for their efforts and time

committed to TPAC. Dave Puki is the Chair, Ms. Zaputil remains Vice-Chair and Jeri Frangello-Anderson is the Secretary. Ms. Zaputil voiced her support for the fast track of the application process relating to the two TPAC vacancies. She next read a statement by Mr. Puki about the good work performed by Rick Still and Robert Eaton on behalf of the Tukwila Pool.

Ms. Zaputil noted that TPAC has made a recommendation that the Board consider hiring Kevin Johnston to do a pool operation analysis. Ms. Zaputil also stated that it would be helpful if policies adopted by the MPD are posted online separately from City documents.

d. Next meeting is June 17, 2013.

MISCELLANEOUS

Board Member Robertson asked Mr. Still if Teen Night is a MPD program or a City Parks and Recreation program.

Mr. Still stated Teen Night is a Tukwila Parks and Recreation program, and the attendees pay to participate in the program.

Board Member Robertson commented that the point to the question above was that this Board is newly formed and, therefore, there are no clear processes in place. He feels there should be an idea of the desired information flow and who will be responsible for what before the Board engages an Executive Director. He suggested perhaps the subcommittee could work on this with staff.

Board Member Quinn stated the Executive Director would be the intermediary between the Board and the staff. While not everything has been figured out, things are going smoothly and there will be bumps that have to be worked out.

Board Member Kruller reminded the Board about the Tukwila Turtles performance on June 1st, and she announced that everyone is invited to attend the event.

Board Member Ekberg commented that it has been brought to his attention that the Board Members have not been administered an Oath of Office, and he asked that the Board take an Oath of Office at a future meeting.

Board President Seal stated she will work with Board Members Quinn and Duffie on the Oath of Office issue.

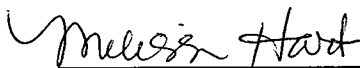
Board Member Ekberg brought to the Board's attention that the Tukwila Pool lifeguards are underpaid compared to lifeguards in similar positions and he would like to discuss the issue at the next meeting.

ADJOURNMENT

9:28 P.M. MOVED BY DUFFIE, SECONDED BY KRULLER THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 6-0.



Verna Seal, President, Board of Commissioners



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