

**TUKWILA METROPOLITAN PARK DISTRICT**

**July 15, 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 8:03 p.m.

**TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

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

**MOVED BY KRULLER, SECONDED BY HOUGARDY TO EXCUSE BOARD MEMBER ROBERTSON 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; Robert Eaton, Facilities Project Coordinator; Amy Kindell, Aquatics Program Specialist, Melissa Hart, Deputy City Clerk.

**AMEND AGENDA**

Board President Seal stated she has received a proposed scope of work from Kevin Johnston, KJ Design for the Tukwila Pool Operations and Programming review. She asked the Board if there was support to amend the agenda to include this item as Business Item 4c, and, move Tukwila Pool Operations 101 to item 4d.

**MOVED BY HOUGARDY, SECONDED BY DUFFIE TO AMEND THE AGENDA TO ADD A CONTRACT WITH KJ DESIGN AS ITEM 5c. MOTION CARRIED 6-0.**

**CITIZEN COMMENTS**

There were no citizen comments.

**CONSENT AGENDA**

a. Approval of Minutes: 6/17/13

b. Approval of Vouchers:

July 1: #363682, 363711, 363737 & 363781 in the amount of \$4,306.73

July 15: #363803, 363852, 363867 in the amount of \$82,102.11

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

**BUSINESS ITEMS**

**a. Authorize the Board President to negotiate a contract for legal services with the Snure Law Office, with said contract being brought back to the next Metropolitan Park District Board meeting for review and approval by the Board.**

The Tukwila Metropolitan Park District has been contracting legal services since the District's inception in 2011. The most recent contract for legal services expired on June 20, 2013. A Request for Proposals was solicited beginning on May 16, 2013, with a submission deadline of May 30, 2013. Board members expressed the desire to seek legal services with a firm or individual that has experience in offering services to special use districts and, if possible, with a Metropolitan Park District. Each of the firms that submitted proposals was well qualified; however the Selection Committee believes that Snure Law Office is the best fit due to experience working with the Des Moines Pool Metropolitan Park District, their nearby location in Des Moines, and competitive rates.

**MOVED BY EKBERG, SECONDED BY DUFFIE TO AUTHORIZE THE BOARD PRESIDENT TO NEGOTIATE A CONTRACT FOR LEGAL SERVICES WITH THE SNURE LAW OFFICE, WITH SAID CONTRACT BEING BROUGHT BACK TO THE NEXT METROPOLITAN PARK DISTRICT BOARD MEETING FOR REVIEW AND APPROVAL BY THE BOARD. MOTION CARRIED 6-0.**

**b. Update on the Executive Director hiring process by Executive Director Subcommittee Chair Ekberg.**

Board Member Ekberg explained the MPD advertised for an Executive Director beginning on July 3, 2013 and he has received one application. The deadline for application submittal is August 3, 2013. The subcommittee (Board President Seal, Board Member Kruller and Board Member Ekberg) will review the applications and provide the Board with information after the review is completed.

**c. A contract with KJ Design for Pool Operations and Program review (per agenda amendment on page 1).**

Board President Seal explained some of the Board members met with Kevin Johnston, and he has recently provided a price proposal and proposed scope of work for pool operations and program review. Mr. Johnston has been contracted to complete the same type of review for the Des Moines Pool Metropolitan Park District. KJ Design specializes in aquatic design, where they review the nuts and bolts of pool operations. The proposed project would include on-site information and fact gathering, culminating in a written report for the Board to review. She suggested a special work session dedicated to review of the report. She asked the Board to authorize her to negotiate a contract with KJ Design.

Board Member Quinn clarified that his understanding is that the consultant would review the current operations of the Tukwila Pool and provide a report to the Board upon completion of the review.

Board Member Kruller asked if the proposed contract can be considered a sole source contract or if a bid process would need to be used.

David Cline, City Administrator, explained this type of contract and low dollar amount would not be required to follow the bid process.

Vanessa Zaputil, 15171 52nd Avenue South, explained that Tukwila Pool Advisory Committee (TPAC) made a recommendation to have Mr. Johnston conduct a review of the Tukwila Pool operations. She voiced her appreciation for the Board President moving forward with the assessment by Mr. Johnston.

**MOVED BY HOUGARDY, SECONDED BY QUINN TO AUTHORIZE THE BOARD PRESIDENT TO NEGOTIATE A CONTRACT FOR SERVICES WITH KJ DESIGN FOR A POOL OPERATIONS AND PROGRAM REVIEW, NOT TO EXCEED \$5,000. MOTION CARRIED 6-0.**

**d. Tukwila Pool Operations 101.**

Rick Still, Parks and Recreation Director, indicated the "Tukwila Pool Operations 101" report provides detailed information on operation of the pool. Mr. Still utilized a PowerPoint presentation to conduct a high-level review of the detailed presentation materials included on pages 9 through 73 of the agenda packet.

Board President Seal thanked Mr. Still for the review, and she commented that the Board will have a special work session possibly in September to review the consultant report in conjunction with the Pool Operations 101 report.

The Board thanked Mr. Still for the detailed information provided in the agenda packet.

Mr. Still stated staff is available any time to answer any questions the Board may have.

Kim McCoy, 14202 56<sup>th</sup> Avenue South, asked how the women's only swim was received.

Mr. Still stated the event has been full within five minutes of opening registration for the event.

## **REPORTS**

**a. Commissioners:** - No Report.

**b. Staff:**

- Capital Improvement Program status – no report given.
- Operational issues –

Board Member Hougardy commended Pool staff for the increased pool use as presented in the staff report (page 75 of the agenda packet).

Board Member Ekberg thanked Mr. Still for providing responses to questions that were asked at a previous MPD Board meeting in the staff report (page 77 of the agenda).

Board Member Kruller referenced the staff report item relating to video recording of the MPD meetings (page 77 of the agenda packet).

Board President Seal explained the information on videotaping the MPD meetings was included in the event the Board wishes to discuss the topic. After Board discussion, there was consensus to have staff provide information to the Board on the costs associated with video recording of the meetings, and other options for the Board to consider during the budget process.

Board Member Kruller asked about Board discussion relating to a change in the MPD meeting nights. She suggested the Board meet the third Wednesday of each month.

Board President Seal stated she would work with Mr. Still to review the meeting schedule of the other Boards and Commissions and availability of the Council Chambers. She announced that the MPD has received three TPAC applications, and two interviews have been conducted. The final interview should be conducted within the next few weeks.

- Short-term agenda review – no report.

**c. Tukwila Pool Advisory Committee (TPAC):**

- Chairperson report
- Agenda and minutes

TPAC Vice-Chair Vanessa Zaputil reported that TPAC recommends that the MPD (as an entity) have specific stand-alone policies and procedures for the Tukwila Pool. This would be in addition to policies used by any third-party operator. She announced that the suggestion box will be in place by August 1, 2013. Ms. Zaputil clarified that the Sustain Tukwila Pool (STP) group would be covering the costs of printing the comment cards and marketing. She asked the Board if they have any items they would like TPAC to review.

Board President Seal stated there was nothing additional at this time..

**d. Next meeting is August 19, 2013.**

### MISCELLANEOUS

Board Member Ekberg explained that he wanted to share a few things with the Board that have recently been brought to his attention. He asked for staff clarification on the following:

- The pool was closed for two hours on a Saturday due to an issue with the pool cover. He asked if this was due to staff operational issues.
- The information presented in Pool Operations 101 identified staff description and specific job certifications. He asked that the Board be presented an organizational chart identifying the position names and their certifications.
- At past MPD meetings, changes have been made to the Long-Term Agenda. He asked that the color 11x17 spreadsheet be included in each agenda packet for Board review/commenting/ updating.

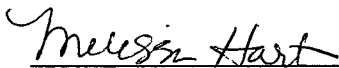
Mr. Still clarified that the manual pool cover was stuck in the pool gutter, causing the pool opening to be delayed. Staff will work on creating an organizational chart for the Board, and he will remove the reference to the Short/Long Term Agenda from the staff report and include the full page spreadsheet in each agenda packet.

### ADJOURNMENT

**9:13 P.M. MOVED BY QUINN, SECONDED BY EKBERG THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 6-0.**



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Verna Seal, President, Board of Commissioners



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Melissa Hart, Deputy City Clerk