

## **TUKWILA METROPOLITAN PARK DISTRICT**

**August 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 8:04 p.m.

#### **TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

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

#### **CITY OF TUKWILA OFFICIALS**

Rick Still, Parks and Recreation Director; Amy Kindell, Aquatics Program Specialist; Peggy McCarthy, MPD Treasurer; Christy O'Flaherty, City Clerk.

#### **CITIZEN COMMENTS**

Christine Neuffer, 13813 37<sup>th</sup> Avenue South, would like the Board to evaluate the legality of the male and female swim programs at the pool. While these programs are inclusive and may be popular, she feels it is important to determine if a public entity is allowed to have gender-specific events. This could expose the MPD to discrimination lawsuits from patrons or staff members who are not allowed in the facility during the events.

Board President Seal stated this would be reviewed in the future.

David Puki, 3748 South 152<sup>nd</sup> Street, indicated that the ability to park at the pool is being compromised by events occurring at the nearby school. When events are taking place at the school, pool patrons cannot find a place to park. He would like the Board to get an idea from the School District when the events are forthcoming so there can be some advance notice for pool users.

Rick Still, Parks and Recreation Director, said discussions are underway with the School District Superintendent to get prior notice about school events.

The Board Members discussed the parking issues, offering the following comments: Communication with the School District should involve an understanding of the baseline rules for parking, as well as efforts to ensure the pool does not lose customers or suffer profit loss; An understanding that the traffic in that area has become hazardous; Acknowledgement that the School District owns the parking lot and that dialogue should occur to compare calendars and prevent conflicts; Efforts could be made to reserve pool parking spaces, but enforcement efforts would be costly; Mitigation could include (1) encouraging pool patrons to reduce the need to park by dropping off swimmers and (2) investigating use of surrounding properties to share parking, such as St. Thomas Church.

#### **CONSENT AGENDA**

a. Approval of Minutes: 7/15/13

b. Approval of Vouchers:

July 22: #130600, #363969 in the amount of \$7,729.69

August 5: #363993, 364067, 364070 in the amount of \$2,541.25

August 19: # 364177 in the amount of \$394.96

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

## **BUSINESS ITEMS**

**a. Accept as complete the Tukwila Pool Capital Improvement Project with the Washington State Department of Enterprise Services; authorize release of retainage, subject to the standard claim and lien release procedures (final cost of project, including retainage: \$1,524,754.94).**

Rick Still, Parks and Recreation Director, provided an overview of this item.

On January 9, 2012 the MPD entered into an agreement (No: MPD 12-001 / DES 2012-ERG-538) with the Washington State Department of Enterprise Services (DES) for the Tukwila Pool Energy Efficiency Project for \$52,800. The DES performed Project Management services and governed the Energy Savings Performance Contracting (ESPC) process. McKinstry was contracted as the Energy Services Company (ESCO) by the DES for the planning, implementation and construction of the project. Work started on November 6, 2012 and was completed on May 8, 2013.

The project costs are broken down into three areas:

Dept of Enterprise Services Project Management Fee	\$52,800.00
Design	\$389,538.76
Construction	<u>\$1,082,416.18</u>
Total	\$1,524,754.94

No retainage was held because the contractor had a retainage bond. The City also managed two separate contracts for the parking lot exterior improvements and the new roof project. These have both been completed and were closed out using the normal City process.

The Board is being asked to approve final acceptance of the capital project and authorize submission of the Notice of Completion form to initiate the closeout process.

Board Member Robertson asked if this project was completed as contracted with no additional costs, and Mr. Still responded in the affirmative.

Board Member Ekberg asked for clarification regarding the outstanding warranty items that need to be addressed.

Mr. Still explained that warranties can go on for years and contracts are not left open. Most of the work is scheduled for those items, and the pool will be closed after the holiday (Labor Day) to re-do the pump and a few small items. Outstanding items can be considered "warranty items" for a year from the date of May 8, 2013.

Board Member Ekberg inquired if the lighting was a warranty item, and Mr. Still responded in the affirmative.

Board Member Kruller asked if there was a punch list and if it was up to par. Mr. Still explained that as of May 8, 2013, the punch list was completed. Ms. Kruller inquired about possible problems with the HVAC (Heating, Ventilation, Air Conditioning). Mr. Still said there is not a problem with the HVAC, but there is an issue with positive pressure, and they are working to determine the cause. It is not a punch list item, as the system is running efficiently based on the standards. However, it is a plan to have the issue fixed.

Board Member Kruller asked if there would be compensation for losses due to heating and/or cooling issues. Mr. Still relayed that it is not confirmed that there is overcooling or undercooling; the air pressure is pushing the front door open a few inches. Ms. Kruller expressed concern that we are rushing to sign off and trigger a warranty period. Mr. Still said that while a great deal was replaced at the pool facility, not everything was replaced. One of the reasons there is such positive pressure is due to the exhaust fan (which was not a part of the project), and there is no relief for the air to be released. Efforts are underway to resolve that issue. Ms. Kruller relayed that when the project began the contractor came and talked to the Board about it, and she would like to see a final report.

**MOVED BY QUINN, SECONDED BY ROBERTSON TO ACCEPT AS COMPLETE THE TUKWILA POOL CAPITAL IMPROVEMENT PROJECT WITH THE WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES; AUTHORIZE RELEASE OF RETAINAGE, SUBJECT TO THE STANDARD CLAIM AND LIEN RELEASE PROCEDURES (FINAL COST OF PROJECT, INCLUDING RETAINAGE: \$1,524,754.94).\***

Board Member Robertson indicated that over the last 20+ years, there has been no precedent for the contractor to provide a presentation on projects at the time of final completion.

Board Member Quinn said he has a great deal of experience with contracts and these are good conversations. In his view, this is not a blank check, and it is significant that it is on time and on budget.

Mr. Still said the contractor is required to come back after a year and guarantee the energy savings and make any corrections at that time at their cost.

Board Member Kruller expressed concern that the MPD does not have an engineering department, an attorney or an Executive Director. Staff in the department running the pool have not handled a project this large in the past. She has concern about throwing caution to the wind.

Board President Seal asked for clarification regarding the contract for services with the City. She asked if staff from City departments are available to oversee issues as they arise.

Mr. Still responded in the affirmative; there is an engineering report as Attachment B.

Board Member Kruller inquired about tracking of the metrics for the contract. Mr. Still indicated that could be provided.

Board Member Quinn reiterated that if a contractor does not fulfill their obligations, actions can be taken by the MPD. In his view, McKinstry has an interest that this process be successful.

Board Member Kruller has legal concerns and would like to wait until the next meeting when legal staff is on board.

David Puki, 3748 South 152<sup>nd</sup> Street, said he has 4 questions about the final acceptance of the project:

1. How can the Board sign off when items are not complete or do not function as intended, such as the HVAC, pump, and the domestic hot water heater in the shower, which he has found does not work on the weekends?
2. If Attachments A, B and C in the packet are correct, why are we budgeting another \$4,125 for gas, electric, water, and sewer in 2014?
3. There are issues that will require a full 9-day shutdown starting in September. Why?
4. Is there anyone that will be responsible for loss of revenue during the 9-day closure during a busy time?

Board Member Quinn inquired about the 3 components that have been referenced as not working: HVAC, pump, and water heater. Mr. Still said he was not aware of the issue with the showers. The pump is covered under warranty. The HVAC is being worked on, and determination is underway to assess if the exhaust fan, which was not in the contractor's scope of work, can be fixed this year or next year.

Board Member Robertson asked the purpose of the 9-day shutdown, and Mr. Still said it is to replace the large pump that is under warranty. Mr. Robertson asked if that would take 9 days, and Mr. Still replied that he did not think it would take that long.

Board Member Kruller relayed that we have not gone over this in a work session, and she would like a before and after comparison.

Board Member Quinn referenced the Board's role as a policy board and not an operational board. He emphasized the need for a level of trust and commitment in City staff, while asking the hard questions. If

we decide that the information from staff is complete, then we need to make a decision as a policy body. He would like to know the implications of a delay in the final acceptance from an operational standpoint.

Mr. Still said the pool would not be affected operationally. The effects would occur in the relationship with the State of Washington and McKinstry (the contractor).

Board President Seal asked if there would be enough information to make a decision if action was delayed for a month.

Mr. Still replied that he did not anticipate new information. The State has certified the information; the contractor has certified the information; the subcontractors have certified the information; and staff reviewed the information and verified the project as complete.

Board Member Kruller asked if the MPD would lose anything, be penalized or have something happen contractually if action was delayed a month. She asked whether this had been taken to an attorney, as occurs in other government agencies.

Mr. Still said that nothing would occur contractually; it would be unusual. To his knowledge the final acceptance process does not involve legal review. The process with the State is extensive and the process has been followed.

Ms. Kruller explained that this issue is not about trusting staff, but about working with a third party vendor and validating what has occurred on the contract.

Board Member Robertson relayed that he has not heard anything that would cause him not to sign off on this contract. In over 20 years as a Councilmember, final acceptance of contracts, often much larger than this one, have not involved checklists nor involved the City Attorney going through a list item by item. That is a staff responsibility, and he does not remember a time when there has been a negative outcome. Additionally, this has been an incredibly successful project, which can be primarily attributed to City staff and volunteers.

Board Member Ekberg stated he has brought up questions, heard from the public and received answers. He sees no leverage at all on behalf of the MPD for not allowing the contract to go forward.

Board Member Kruller reiterated the MPD does not have an Executive Director or a lawyer, and the Board said we would have these people in place to handle operations. There is also a consultant looking at pool operations, and we do not have the results. She feels it odd to sign this now, when we will have 3 new consultants to provide input within 30 days.

**\*MOTION CARRIED 6-1, WITH KRULLER VOTING NO.**

**b. Appointments to the Tukwila Pool Advisory Committee:**

(1) Confirm the appointment of Kay Mulliner to Position #3 on the Tukwila Pool Advisory Committee, with a term expiring 12/31/2014.

**MOVED BY QUINN, SECONDED BY DUFFIE TO CONFIRM THE APPOINTMENT OF KAY MULLINER TO POSITION #3 ON THE TUKWILA POOL ADVISORY COMMITTEE, WITH A TERM EXPIRING 12/31/2014. MOTION CARRIED 7-0.**

(2) Confirm the appointment of Kim McCoy to Position #5 on the Tukwila Pool Advisory Committee, with a term expiring 12/31/2014.

**MOVED BY HOUGARDY, SECONDED BY KRULLER TO CONFIRM THE APPOINTMENT OF KIM MCCOY TO POSITION #5 ON THE TUKWILA POOL ADVISORY COMMITTEE, WITH A TERM EXPIRING 12/31/2014\***

Mr. McCoy said he and his wife are regular pool users, and he likes the general direction of the way things are going, and he is pleased to be a part of the decision-making process.

The Board Members expressed appreciation to Mr. McCoy for his contribution to the City.

**\*MOTION CARRIED 7-0.**

**c. Authorize the Board President and Board Clerk to sign a contract with KJ Design for pool operations and program review in an amount not to exceed \$5,000.00.**

**MOVED BY QUINN, SECONDED BY HOUGARDY TO AUTHORIZE THE BOARD PRESIDENT AND BOARD CLERK TO SIGN A CONTRACT WITH KJ DESIGN FOR POOL OPERATIONS AND PROGRAM REVIEW IN AN AMOUNT NOT TO EXCEED \$5,000.00.\***

Christine Neuffer, 13813 37<sup>th</sup> Avenue South, is representing Sustain Tukwila Pool (STP), and they would like the scope of work of the contract to include making inquiry to pool customers and community members regarding the perception of how things are being run at the pool.

Board Member Robertson asked how KJ Design was selected. Board President Seal said they are known as the pool experts in the State of Washington.

Mr. Still indicated that the Board had expressed support based on the presentation they saw involving the City of Des Moines. Additionally, KJ Design did an analysis 10 years ago for the Tukwila Pool.

Board Member Robertson recounted an incident years ago regarding a Fire Study being done by a consultant that was sent to the Fire Chiefs for editing and changes prior to coming to the City Council. He would like verification that the study will be presented to the Board.

Board President Seal confirmed that it would come to her and she would distribute a copy to the rest of the Board Members.

Board Member Robertson asked if an attorney has looked at the contract, and Board President Seal responded that City Attorney Shelley Kerslake reviewed the contract.

Board President Hougardy referenced page 21 of the contract in relation to the citizen comment requesting that inquiry be made to citizens regarding pool operations. That section of the contract references formal and informal interviews that will be a part of the process.

Board Member Ekberg said the Tukwila Pool Advisory Committee (TPAC) would be appropriate to be interviewed as well as pool users. Additionally, he would like to see non-profits included in the review of privatized services. He suggested that the binder provided to the Board by the STP group be provided to the contractor.

Board Member Quinn is looking forward to this study to get real-time information to assess the situation.

Board President Seal indicated there will be a Board workshop to review the results of the study.

Board Member Kruller would like to have more specific details on the workshop and is also hoping that electronic copies of the study will be available.

**\*MOTION CARRIED 7-0.**

**d. Authorize the Board President and Board Clerk to sign a contract with Snure Law Office for legal services.**

**MOVED BY QUINN, SECONDED BY KRULLER TO AUTHORIZE THE BOARD PRESIDENT AND BOARD CLERK TO SIGN A CONTRACT WITH SNURE LAW OFFICE FOR LEGAL SERVICES.\***

Board President Seal introduced Brian Snure from the Snure Law Office.

Mr. Snure indicated that he has been an attorney since 1993 and also represents the Des Moines MPD. He has also represented Park Districts and Water and Sewer Districts.

Discussion ensued regarding Item #7 in the proposed contract regarding insurance. The last 2 sentences involving cancellation of the policy have been stricken at the request of the City's Finance Director as they do not conform to City policy per below.

7. Insurance.

A. The Contractor shall procure and maintain in full force throughout the duration of the Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/aggregate for personal injury and property damage. ~~Said policy shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the District. Cancellation of the required insurance shall automatically result in termination of this Agreement.~~

It was agreed upon by the Board and Mr. Snure that the stricken language would be replaced with the following:

The contractor shall provide immediate notice of cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the District. Cancellation of the required insurance shall automatically result in termination of this Agreement.

Board Member Robertson asked Mr. Snure for an approximate amount of what the annual cost of services might be. Mr. Snure responded approximately \$12,000 to \$15,000 a year based on the work done for the Des Moines MPD.

Mr. Robertson indicated there is an expectation that Mr. Snure will attend the MPD meetings, and he inquired if there were any concerns about meeting that expectation. Mr. Snure replied that he also works for the North Highline Fire District, and their meetings are the same night beginning at 7:00 p.m. He anticipated there may be times when he will arrive after the 8:00 start time for the Tukwila MPD meetings, possibly arriving closer to 8:30 p.m. He also has others in his firm who could possibly attend.

Board Member Quinn inquired if Mr. Snure is comfortable with the opportunity to work for the Tukwila MPD, and Mr. Snure responded in the affirmative. Mr. Quinn relayed that if there is an expectation that an additional assignment or project would involve extra costs, the MPD Board would be notified in advance. Mr. Snure emphasized that he would inform the Board of extra costs.

Board Member Kruller asked the Board Treasurer, Peggy McCarthy, if the changes to the contract meet the requirements of WCIA. Ms. McCarthy said that WCIA does not generally review City contracts, and she would check with the City Attorney.

Ms. Kruller asked Mr. Snure about how travel time was assessed. Mr. Snure said his charges would be based on his office location in Des Moines and not from distances farther away. Ms. Kruller suggested there be efforts made to not charge double the rate in 2016.

**\*MOTION CARRIED 7-0, TO APPROVE THE CONTRACT, AS AMENDED.**

#### **e. 2014 Programs and Fees.**

Rick Still, Parks and Recreation Director, utilized a Powerpoint presentation to provide an overview of programs and fees.

Participation at the Tukwila Pool continues to increase. Participation and revenue are on the rise in accordance with Board direction and budget goals. Even with a short year in 2012 (due to the capital project), both participation and revenue goals were exceeded for the 12 month period. All indicators show that in 2013 the pool will outperform participation and budget goals.

Participation in Aquatic Programs was at a record high in 2012, and in 2013 those records are being broken. In July 2013 over 350 individuals were registered for swimming courses during one two-week session. That equates to approximately 2,800 swimming lesson visits in just 2 weeks. Since 2003 course registrations have gone from accounting for 37% of revenue to accounting for 58% of revenue earned in 2013.

Pass purchases are showing increases in 2013, with over 370 passes sold in just 5 months of operations in 2013. Passes present a great opportunity for patrons to decrease their cost per visit and have the added convenience of allowing pass holders to scan in instead of signing in each visit. Consistent with the trend, drop-in visits are on a trajectory to break records for both participation and revenue. In 5 months of operations the pool has seen 5,407 drop-in visits, accounting for \$18,002 in revenues. In 2013 youth have accounted for 54% of the drop-ins at the pool.

Fees at the Tukwila Pool are below the average fees for other comparable area pools. However, the median income for Tukwila residents is \$43,887 per year, while the median income for communities surrounding other area pools is between \$42,682 and \$123,328, with an average median income of \$69,667.82. As poverty is a strong indicator of risk for health problems such as obesity, diabetes and chronic conditions, it is important to keep the pool financially accessible for people of limited means. It is also important to ensure poverty is not a barrier to participation, as drowning rates are highest among people who live in areas where 10% or more of the population live in poverty.

A modest increase of 50 cents per lesson or \$4 per 8-lesson session would result in an increase of revenues of \$7,000-\$10,000 per year if registration levels remain consistent. 80% of students in the Tukwila School District qualify for Free or Reduced Lunch; a modest increase in fees could potentially out price many families.

Pass fees were increased in 2012 and pass holders have not experienced a full year of operations with the new pass fees. With non-resident pass rates comparable to the average for local area pools, an increase in those rates could drive business to other pools. Resident pass rates are a little more than 20% below the average rate for passes at comparable area pools. Revenue increases could be realized in this area; however, residents have already made the commitment to support the pool through their property taxes.

Drop-in rates account for 14% of revenues and have not increased since 2003. An increase in rates of \$1 per visit could result in an increase in revenues of \$10,000 per year if participation levels remain consistent. It may be important to consider that the majority of drop-in users are youth. Raising prices in this segment would likely out price kids who need a safe, fun place to be.

The Board Members discussed programs and fees offering the following comments: The need to have comparison criteria to determine how to best allocate the major activities of lessons, passes, drop-ins, rentals; The importance of determining the pool capacity as it relates to the various activities; The necessity to determine why non-residents are charged less than the average for classes than is charged for passes; and Acknowledgement that some of the questions raised will be answered in the upcoming pool operations study.

Additional discussion ensued regarding overcrowding at the pool and those occasions when up to 25-30 people have to be turned away due to the pool being at maximum capacity. Amy Kindell, Aquatics Program Specialist, indicated that happens often during the summer months.

Jacque Carroll, 16241 49<sup>th</sup> Avenue South, said that as it relates to percentages and averages, it would be beneficial if staff could walk the Board through which pools were used in the averages. If it involved Redmond or Federal Way, the fee structures might be different than pools closer in proximity.

Mr. Still reviewed the slide showing the pools that were used for comparison purposes.

Board Member Robertson inquired if there are efforts made to involve the other School Districts that are a part of the tax base. Mr. Still said they have involved McMicken Heights Elementary School.

Board President Seal relayed that staff has made a recommendation; however, it is not necessary for the Board to make a decision at this time as budget discussions are forthcoming.

**f. A motion regarding funding for the Tukwila Pool scholarship fund.**

Mr. Still provided a summary regarding this issue.

Prior to the Grand Re-Opening of the Pool in 2013, the Tukwila Pool provided scholarships to those who qualified for the Tukwila Parks and Recreation Scholarship Program. No records were kept and the scholarships were distributed as a revenue loss.

The Scholarship Program was allocated \$5,000 in the 2013 budget. In addition, \$1,042 was donated from Sustain Tukwila Pool (STP), bringing the total to \$6,042 for 2013. The Scholarship Program Policy states that funds will be allocated seasonally, as follows:

Season	% of funds to be awarded
Winter: January – April	25% = \$1,250
Summer: May – August	50% = \$2,500 / now \$3,522 w/ STP donation
Fall: September - December	25% = \$1,250

The demand for the program has been strong. By July 17, less than halfway through the summer season, \$2,669.95 in scholarships had been awarded, leaving less than \$400 available for scholarships through August 31<sup>st</sup>. At that time, 72 scholarships had been awarded. Forty of those scholarships were 100% scholarships, 26 were 75% scholarships, and 6 were 50% scholarships. The total cost per course registration ranged from \$26 for Saturday classes to \$55 for morning summer lessons. These scholarships contributed to or covered fees associated with 585 classes.

Demand for swimming lessons and aquatic fitness opportunities are strong, and the demand for scholarships has also been robust. As the summer swim session comes to a close, scholarship needs still exist. The summer allocation of scholarship funds is dwindling and some students may have to wait until fall to begin or continue lessons when additional funding becomes available. The struggle is that proficient swimming and water safety skills cannot be fully developed in one session of swimming lessons. It takes multiple sessions of swimming lesson participation to develop the skills to safely be able to be around and/or swim in open water that is so easily accessible in the Puget Sound region with all the rivers, lakes and the ocean.

Under the current Scholarship Program Policy, 80% of the 2,800 children attending the Tukwila School District qualify for a scholarship of at least 50%, with the majority of those children qualifying for a scholarship of 100%. Statistics show that drowning is the second leading cause of injury related death for children 19 and under. That fact, along with high incidence of obesity, diabetes and other health challenges in our area and the effects of low income, are all factors making the Scholarship Program at the pool an opportunity to improve and possibly save kids' lives.

Due to the high demand for scholarships, there is no allotment remaining for the rest of the summer.



Some options are as follows.

Option 1 – Follow the outlined scholarship award percentage breakdown according to the seasons with the current funding. This option could likely run short on funds for both the remainder of the summer season and in the fall.

Option 2 – Authorize the use of the remaining funds to be used as needed regardless of the seasonal percentages.

Option 3 – Authorize additional funding of \$4,500 to the scholarship program for the remainder of 2013.

Board Member Ekberg asked if scholarship requests would be reduced in the fall or winter. Mr. Still replied that due to the strong lesson program in the fall, there is likely to be a demand for scholarships.

Board Member Quinn asked if the recommendation to increase the funding by \$4,500 is affordable. Mr. Still responded that all scholarships have always been handled as lost revenue. In his view, he feels the revenues are sufficient to afford the funding.

Board Member Kruller asked if we have been tracking who is getting the scholarships, and Mr. Still responded in the affirmative. She asked if tracking has been done to determine if the kids are on a path such that we can tell that they will be signing up again. Mr. Still said they will not know who is signing up in the fall until that time comes.

Amy Kindell, Aquatics Program Specialist, responded that the majority of the scholarship recipients at this time are at beginner level, with less than 10% being at the upper levels. She relayed that she is getting scholarship applications every day. At the beginning of the session, they processed over \$1,000 in scholarships in one day. The demand is high and consistent. She can provide information on scholarship recipients and the swimming level if that would be helpful.

Board President Seal verified that the Board would like that data to be provided.

Board Member Quinn stated that it would be helpful to know how many of the scholarship applicants qualify for the scholarships. Ms. Kindell responded that she has not received an application that did not qualify. With 80% of the applicants in the district qualifying for scholarships at 75-100%, it is unlikely an application would be received from a family that does not qualify.

Board Member Ekberg asked to know how much money is left in the scholarship fund between now and the end of the year. Ms. Kindell said that \$5,000 in scholarships have been awarded, and there is approximately \$1,000 left in the fund.

David Puki, 3748 South 152<sup>nd</sup> Street, relayed that the Scholarship Program is very important and while we do not want to run out of money, we also do not want to over fund the program. There is flexibility in the policy to move funds throughout the year based on need. Based on what has been spent so far, it appears we will fall short by the end of the year. In his view, Option 2 would be a viable choice. Also, TPAC and STP can look at fundraising options. Prior to approving the 2014 budget, we should look at how much money has been spent. He is pleased at the level of diversity he has seen at the pool.

Vanessa Zaputil, 15171 52<sup>nd</sup> Avenue South, stated that TPAC has not had a chance to discuss this item or make a recommendation. The MPD accepted TPAC's recommendation to create a scholarship fund last November. Research by the committee and subsequent confirmation by Parks and Recreation staff confirmed that \$5,000 would be an adequate amount to fund the program. It is great that there is so much participation. Her review of participation shows that there will be a decrease in the fall season. TPAC will review data prior to adoption of the 2014 budget to make a recommendation. Option 2 is consistent with the current policy. She would like to see a donation box put on the counter at the pool to encourage those who would like to contribute to the scholarship fund. She would also like the third party operator to organize a swim-a-thon next year. She cautioned against throwing funds into the program without careful consideration.

Board Member Quinn expressed that we did not anticipate the level of participation, and he would like to see the business community become engaged in assisting with this effort.

**MOVED BY ROBERTSON, SECONDED BY DUFFIE TO FUND AN ADDITIONAL \$4,500 TO THE SCHOLARSHIP PROGRAM FOR THE REMAINDER OF 2013.\***

Board Member Robertson commented that if the money is not needed, it will not be spent, so there is no risk.

Board Member Kruller asked where the money will come from. Board Member Robertson said it can come out of the ending fund balance. Board Member Kruller said we should think about grants, and at some point determine what percent of participation will involve scholarships. She would like that analysis to come out of the study that is forthcoming.

**\*MOTION CARRIED 7-0.**

**g. 2014 preliminary budget review and direction.**

Mr. Still provided an update on the preliminary budget. He indicated there has been a reduction in City contracted services based upon the service costs for June, post capital project support. There are two different 20-year financial plans. One of the plans includes projections without an Executive Director and the other includes \$40,000 for a contracted Executive Director.

Board President Seal suggested that the Board consider the budget at the September MPD meeting, due to the lateness of the hour. However, she will take comments from the public who are in attendance this evening.

Board Member Kruller would like a special work session prior to the September Board meeting.

Board President Seal confirmed that the budget will be discussed at the September Board meeting, and she will work on finding a date for a special work session as well.

David Puki, 3748 South 152<sup>nd</sup> Street, has a list of questions he would like to see the Board deliberate:

1. The 2013 personnel costs do not appear to have been reduced as planned. They still show a full year of salaries.
2. Why is there a \$4,125 increase in the utility costs after a renovation that contained energy use reduction guarantees?
3. The City intends to reduce the services contract from \$7,500 to \$6,600 and maintain the same level of services. He does not understand how that can happen. The facility needs maintenance with cold showers on Sundays and disabled soap dispensers. We do not want the brand new facility to look bad.
4. Do we have to endure the 400% increase in legal services?
5. Does the MPD have any control over the employee compensation or will the Executive Director have any control over employee compensation?
6. The advertising budget is being reduced by \$1,000 in 2014. Advertising is where you get the most bang for your buck, and he feels it should be increased to get more people participating.

Board President Seal asked Mr. Puki if she could communicate via email to ensure the items referenced have been adequately captured, and Mr. Puki responded in the affirmative.

Board Member Ekberg relayed that he would like the transformation grant to be a revenue item and not a decrease in salaries. Mr. Still said it is a City grant and not an MPD grant, and efforts will be made to provide greater clarity.

Board Member Ekberg inquired about the 1% fee increase noted on page 74 and asked why 1% was chosen. Mr. Still explained that assumption was made at the beginning of the 20-year plan and deliberated by the Board. The intent of the assumption is to increase revenue through participation and not by increasing fees.

Mr. Ekberg would also like additional information on page 79 regarding 2014 projections for phones, advertising, fire alarms, etc. Mr. Still indicated there are explanations for those items, and he will provide additional narrative.

## **REPORTS**

- a. Commissioners
- b. Staff:
  - Capital Improvement Project status
  - Operational Issues
  - Long-term Agenda Review
  - Quarterly Report: Year end, program and financial support services

Vanessa Zaputil, 15171 52<sup>nd</sup> Avenue South, reviewed the fund revenue and fund balance report. A line item for the Scholarship Fund is missing and she would like to see that added. The amount for the May-June City Services Interlocal Agreement was billed at \$7,500, but the detailed summary shows \$4,532 for May and \$6,750 for June. It is her understanding that if the support services amount comes to less than \$7,500, the MPD would be billed the actual amount. There was a significant credit on Line 31, Office and Operating Supplies, in the amount of \$19,253 for the month of June. Since that line item has an annual budget of \$8,679, she would like to see a narrative explanation.

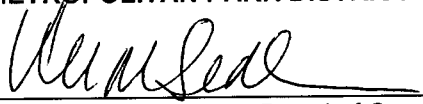
- c. Tukwila Pool Advisory Committee (TPAC):
  - Agenda and minutes
  - Chairperson report
- d. Next meeting is September 16, 2013

Board President Seal will work on scheduling a budget workshop prior to the September 16 meeting.

Board Member Duffie thanked Mr. Still for the report. Board President Seal thanked the attendees and staff members for staying through a long meeting, and she thanked Mr. Still and Ms. Kindell for their work in ensuring the kids and pool patrons are having fun at the Tukwila Pool.

## **ADJOURNMENT**

**10:52 p.m. MOVED BY HOUGARDY, SECONDED BY KRULLER THAT THE TUKWILA METROPOLITAN PARK DISTRICT BOARD MEETING BE ADJOURNED. MOTION CARRIED 7-0.**

  
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Verna Seal, President, Board of Commissioners

  
\_\_\_\_\_  
Christy O'Flaherty, City Clerk