

TUKWILA METROPOLITAN PARK DISTRICT

January 22, 2014 – 5:30 p.m.
Council Chambers – Tukwila City Hall

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Quinn called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 5:32 p.m. and led the audience in the Pledge of Allegiance.

ROLL CALL

Melissa Hart, Deputy City Clerk, called the roll of the Board of Commissioners. Present were Board Members Joe Duffie, Dennis Robertson, Allan Ekberg, Verna Seal, Kathy Hougardy, De'Sean Quinn and Kate Kruller.

TUKWILA METROPOLITAN PARK DISTRICT OFFICIALS

Brian Snure, Park District Attorney; Jennafer Price Cargill, Executive Director.

CITY OF TUKWILA OFFICIALS

David Cline, City Administrator; Melissa Hart, Deputy City Clerk.

SPECIAL PRESENTATION

Oath of Office to the Board of Commissioners.

Brian Snure, Board Attorney, administered the Oath of Office to the 7 Board Members as a group and the Board Members swore to uphold their duties.

5:35 p.m. Board President Quinn called for recess to allow Board Members to sign their Oaths of Office.

5:38 p.m. Board President Quinn reconvened the meeting.

Board President Quinn acknowledged and welcomed Jennafer Price Cargill, the new MPD Executive Director.

CITIZEN COMMENTS

Christine Neuffer, 13813 37th Avenue South, indicated that she wanted to talk about discrimination. Ms. Neuffer read a definition of discrimination, and she asked the pool to end the policy of gender discrimination because the pool is public and should not be limited as to which gender can use it and when.

Inna Buckwalter, 13832 37th Avenue South, explained that the single gender swim makes it more difficult to spend time with her son. She feels the single gender swim makes it more difficult for single mothers with sons.

Aishe Dahir, Seattle, with Global to Local, feels that the gender swims are no different than senior swims or high school programs. The pool is open seven days a week and there are many other swim times open to everyone.

Monica Davalos, 3700 Southcenter Blvd., Apt. 116, stated she is with Global to Local and she thanked the pool for their service to the citizens.

Zeneb Mohammed, 17231 32nd Avenue South, SeaTac, commented that she is thankful to the committee (Board) and the pool (staff) for supporting all the citizens from all backgrounds.

Alma Villegas, 10627 63rd Ave S, Seattle, with Global to Local, is pleased that many people that were ignored before this policy of single gender swim are finally able to access the services offered by the City including the pool.

Virginia Herrera, 13543 37th Avenue South, said that she is also thankful for the pool and the improving opportunities for all citizens of the City. Making the pool accessible to all is very important.

Board Member Duffie requested that the discussion of gender discrimination be held at another time.

Board President Quinn agreed that this issue should be handled at a later time rather than during this meeting.

Board Member Hougardy, after reviewing the pool schedule, confirmed that the Sunday pool schedule does provide open swim times.

Inna Buckwalter, 13832 37th Avenue South, commented that Sunday is the only time that works for her schedule, so she would prefer that Sundays be for family swim times instead of gender-specific swims.

CONSENT AGENDA

- a. Approval of Minutes: 12/10/13 (Special Mtg.) and 12/16/13 (Special Mtg.)
- b. Approval of Vouchers:
 - December 23: #131100 in the amount of \$4,320.48
 - January 6: #365206 and 365304 in the amount of \$627.06
 - January 21 #131200, 365311, 365380, 365390 and 365404 in the amount of \$15,531.02

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

BUSINESS ITEMS

a. Discussion of process for future amendments to the Interlocal Agreement with the City of Tukwila.

Board Member Robertson led the discussion on the process of amendments to the Interlocal Agreement. He explained the proposed recommendation is have to the Executive Director review the agreement and make recommendations to the Board. Board Member Robertson distributed a copy of one suggested change to the current agreement. He explained the proposed change would add a second sentence that says the contract should be modified to allow TPMPD (Tukwila Pool Metropolitan Park District) policies to supersede similar City policies and procedures. If approved, Section 2.6 would read: "The TPMPD agrees to adopt and enforce the City's policies and procedures related to employee safety, pool behavior and harassment. TPMPD policies and procedures adopted subsequent to this agreement will supersede City policies and procedures."

The third part of this agreement (pages 3-4 of the agenda packet) contains amendment language for Board Members to consider. Board Member Robertson referred this portion of the discussion to Board Member Kruller.

Board Member Kruller stated that at the last meeting all Board Members were asked to bring back language they would like to see used in the agreement. She was under the impression that any and all changes in the agreement would be handled at the same time. The Interlocal Agreement was passed due to deadline constraints, with the understanding that changes could be made at a later date. Her suggestion is to do all the changes at once, either in a work session or retreat.

Board Member Seal would support delaying making any changes currently and looking at the agreement as a whole document rather than making several changes without having the proper time to consider the impact they could make to the agreement.

Board President Quinn stated that the Board agreed on trying to hold down costs by maximizing the attorney's time and other expenditures.

Board Member Kruller feels the agreement was somewhat rushed because the Board did not want to start 2014 without a written contract. She would like to have a discussion about a two year versus a one year agreement.

Board President Quinn asked if the Board was in favor of delaying discussion regarding language until there is time for a more thorough dialogue and, secondly, asked if a one year versus two year contract needs to be revisited.

Board Member Kruller feels the attorney needs to be able to look the agreement over first. The City set the time and dates of the agreement, not the TPMPD.

Board Member Hougardy referenced notes from the last meeting that stated the times and dates can be changed. KJ Design recommended a two year contract.

Board Member Kruller pointed out there were many suggestions from the consultant that the Board did not utilize.

Board President Quinn said there are two ways in which the Board can settle the matter: (1) leave the two year agreement in place, or (2) set up a work session to talk about contracting.

Board Member Hougardy stated there was some talk that the two year agreement gives time to observe contracted services to see how the operation is moving and then have a second year to make adjustments.

Board Member Seal agrees with Board Member Hougardy that changing the two year agreement is not a good business practice.

Board Member Duffie agrees and feels the Board should move forward.

Board Member Robertson voted for the two year contract also, but would like some changes in the policy/procedures the City put together. As an example, the statement in the contract that the pool will always use the City's operating procedures is not appropriate. He wants to find a simple solution to changing those small issues without bringing the entire contract back in for a vote.

MOVED BY ROBERTSON, SECONDED BY SEAL TO HAVE THE EXECUTIVE DIRECTOR REVIEW THE (SUPPORT SERVICES) AGREEMENT BETWEEN THE CITY AND MPD TO MAKE RECOMMENDATIONS TO THE BOARD OVER TIME. MOTION CARRIED 7-0.

Mr. Snure stated that it is his understanding that he and the Executive Director will look at the entire agreement and bring recommendations for amendments and procedures to the February 2014 meeting.

Board President Quinn concurred with the Board Members who voiced their support for a two year agreement, and the process used during the discussions. The question is what is the procedure of how to best affect amendments to the agreement as simply as possible.

b. Discussion on preliminary Tukwila Pool Advisory Committee (TPAC) direction for 2014.

TPAC members are requesting that the Board provide specific guidance as to the scope and direction of their work to be incorporated into their 2014 work plan.

Board Member Kruller said there are several gaps between the board and TPAC. Communication seems to be the issue.

Board President Quinn stated that the Board needs to be more specific with TPAC. The question is how to get those specifics laid out and work with TPAC to incorporate recommendations. During his tenure as Clerk of the Board, he attended all TPAC meetings possible and asked another Board Member to cover when he had a conflict.

Board Member Kruller asked that the Board President stay involved with TPAC and determine what role the Clerk has by state statute.

Board Member Ekberg suggested all members review Resolution No. 1 so everyone clearly understands what is written in the statute and come back with suggestions for changes at the next meeting.

c. TPAC membership relating to student participation.

The Board asked TPAC to draft a recommended amendment to Resolution No. 8 that allows for students to participate in TPAC. After discussion, TPAC members submitted the following recommended criteria and procedures for student participation.

Kim McCoy presented the recommendation from TPAC regarding student positions:

- It is recommended that up to four positions be created and designated for Student Representatives on TPAC
- It is recommended that all Students Reps attend high school
- It is recommended that Students Reps reside in Tukwila
- It is recommended that positions are for one year, active during the school year
- It is recommended that positions are non-voting
- It is recommended that Students Reps be appointed by the MPD Board

Board Member Robertson is interested in this moving forward and re-evaluating the program next year to see if there is need for more student involvement.

Board Member Ekberg was at the TPAC meeting and everyone was very supportive of student involvement.

MOVED BY EKBERG, SECONDED BY DUFFIE THAT THE EXECUTIVE DIRECTOR BRING BACK A RESOLUTION AMENDING RESOLUTION NOS. 8 AND 11 THAT TAKES INTO CONSIDERATION ITEMS ON PAGE 10 OF THE AGENDA, TO INCLUDE STUDENT PARTICIPATION AND RECOGNITION OF HOME SCHOOLING IN ASSOCIATION WITH HIGH SCHOOL STUDENTS. MOTION CARRIED 7-0.

d. Formation of an Executive Steering Committee.

Board Member Robertson explained there was discussion of forming a sub-committee of the MPD Board to provide support and feedback to the Executive Director. The Executive Steering Committee would act as a governing body to the Executive Director. A proposal outlining the purpose, membership, responsibilities and duties, roles, etc. is provided (page 15 of the agenda packet).

MOVED BY ROBERTSON, SECONDED BY SEAL TO ADOPT AN EXECUTIVE STEERING COMMITTEE AS IDENTIFIED ON PAGE 15 OF THE AGENDA PACKET, AND DRAFT A RESOLUTION FOR THE NEXT MEETING. MOTION CARRIED 7-0.

e. A resolution of the Board of Commissioners of the Tukwila Metropolitan Park District approving participation in the Washington State Public Employees' Retirement System (PERS).

The Executive Director for the MPD signed an employment contract which includes the benefit of participating in a Washington State Department of Retirement Systems (DRS) PERS plan. The City's

Finance Department started the process of setting up a new entity with DRS and in doing so discovered that a newly-formed governmental entity has the option rather than a requirement of enrolling in PERS.

MOVED BY SEAL, SECONDED BY DUFFIE THAT THE PROPOSED RESOLUTION BE READ BY TITLE ONLY. MOTION CARRIED 7-0.

Melissa Hart, Deputy City Clerk, read the proposed resolution by title only.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AUTHORIZING AND APPROVING PARTICIPATION IN THE WASHINGTON STATE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS).

Christine Neuffer, 13813 37th Avenue South, Sustain Tukwila Pool group, believes for a community to have a public pool, it needs to be financially sustainable. Sustain Tukwila Pool recommends enrollment in the PERS program be deferred pending further review and research on other retirement alternatives for employees. Enrollment could have long-reaching impacts to the sustainability of the pool.

Board President Quinn reminded Board Members that enrollment in PERS is included in the original contract with the Executive Director.

Board Member Robertson agreed that this provision was in the original contract and does not feel it should be revisited. The pool should only have one employee because a third party contractor will be running the pool. In his experience, the way to retain employees long term is through good benefits. The hope is that the Executive Director will be here for many years.

Board Member Ekberg is concerned about enrolling in PERS without the ability to opt out of the program at a later time.

Board Member Kruller is also concerned about enrolling in PERS and revising the contract yet again. She advises that the Board communicate with the employee involved before going forward.

Board Member Hougardy is in favor of leaving the contract as signed.

Board President Quinn feels this is a contract negotiation issue and should be handled in a private meeting setting between the Executive Director and the Board President. After that discussion, the issue could be discussed by the Board at the next meeting.

There was Board consensus that this item be delayed and return to the next meeting.

f. Request for administrative overhead and operating supplies budget.

Board President Quinn explained that he requested this item be brought forward and the Board is being asked to establish a budget line item and purchasing authority for the Executive Director. Purchases would be secondarily approved by the Board President or his designee.

It is estimated that purchases in 2014 will break down as follows:

Computer & software (office suite + security)	\$1,500
Cell Phone	\$200
General Office Supplies	\$600
Cell phone plan including WiFi tethering	\$1,500
Printer/Scanner/Copier	\$500
Miscellaneous (postage, parking, mileage, tolls, etc.)	\$700
Total	\$5,000

Board President Quinn requested that the Executive Director submit a schedule of budget items needed to accomplish her duties.

Jennafer Price Cargill, Executive Director of the TPMPD, spoke to the City staff about the Wi-Fi at the Tukwila Pool and this issue is still being discussed.

MOVED BY ROBERTSON, SECONDED BY KRULLER TO ADD A BUDGET LINE ITEM AND PURCHASING AUTHORITY FOR THE EXECUTIVE DIRECTOR, WITH PURCHASES BEING SECONDARILY APPROVED BY THE BOARD PRESIDENT OR HIS/HER DESIGNEE IN THE AMOUNT OF \$5,000. MOTION CARRIED 7-0.

REPORTS

a. Commissioners

Board Member Kruller reported on some of the items discussed at the most recent TPAC Meeting. It was stated that some of the TPAC reports may not be accessible on the server to the Executive Director, and that would need to be addressed. The TPAC meeting has some logistical problems with the new meeting day and time, associated with unlocked doors, etc. TPAC noted that a number of the minutes of TPAC meetings have not been posted on the website. The TPMPD Board is responsible for application processes (associated with TPAC position applications) that were previously handled by the Board President and City staff. It is felt that this duty could be delegated to the Executive Director. An action item for the Board is that references need to be checked so they are the same throughout the website. TPAC is concerned that the suggestion box comments are still not being received by the Board. The suggestion box process still needs to be ironed out.

Board Member Seal welcomed Jennafer Price Cargill and acknowledged Amy Kindell for completing the Water Safety Instructor Training Mentorship Program and becoming certified.

b. Executive Director

Jennafer Price Cargill, Executive Director, thanked the Board for welcoming her to this position and for their support. She referenced the Executive Director report in the packet and offered to answer questions.

c. Staff:

(Staff report includes update on pool cover as requested at the 12/16/13 Board Meeting.)

David Cline, City Administrator, gave the staff report and stated that the City is conducting an orientation with Ms. Cargill. Mr. Cline is the only staff member in attendance as part of the commitment to support the day-to-day operations and transition of Board support to the Executive Director. The City will continue to make sure this is a smooth transition. There will be more information on the pool cover in future reports.

Board Member Ekberg referenced the energy saving and trends portion of the staff report concerning the pool cover. There are questions in the report that need to be answered by the Board at some point. He distributed a copy of an email and information on pool covers and energy savings.

Board Member Seal agreed that the pool cover is a topic that needs to be discussed, but perhaps at a different meeting.

Board Member Kruller is interested in public comments on the cover. It has been installed and there is still debate on whether or not to use it. As a way of gathering data on the pool cover, they could use it for 30 days and then not use it for 30 days and see if there is any energy cost savings. She would like to see a demonstration of how the pool cover works and how easy or difficult it is to put on the pool.

Board Member Robertson is concerned about the warranty expiration date on the pool cover. He wants to be sure a responsible decision can be made about the cover before the warranty expires. If there is a report coming on the cover, the warranty expiration date needs to be included. If the time period is getting so short that action needs to be taken, then the Board President should be notified.

Board Member Duffie feels the Board should let the Executive Director do her job and the Board will support her.

Board President Quinn asked if this is enough direction for the Executive Director and City staff to move forward with the pool cover issue.

Ms. Price Cargill asked for a recap of the information the Board would like to see on this issue.

Board Member Robertson stated that first thing would be to look at the contract to ascertain if there is a contractual time period that needs to be met. Secondly, there are questions about the use of it and whether it is cost effective and how difficult it is to use. Then there is the question of energy savings.

Board Member Seal added that there are two parts to the pool cover, the actual cover itself and the reel.

Board Members Ekberg and Kruller would like to see a demonstration of the pool cover in action to evaluate the safety and ease and/or difficulty of its operation.

Ellen Gengler, 13727 Macadam Road South, explained that she had a couple of questions about the pool operator's report. She explained that it would be helpful if the successes were better quantified such as swimming pass sales. In looking at the annual report versus the revenue and expenditures, it seems that one is prepared by the Finance Department and the other one is from the point of sale system used by the pool. It is difficult to compare these two reports. She distributed a TPMPD Support services analysis created by the Sustain Tukwila Pool (STP) group.

- d. Tukwila Pool Advisory Committee:
- Chairperson report

Kim McCoy gave the report for the TPAC Chairperson. The committee is working with the student participation program and also the Marketing Committee. They have changed the time and day of their meetings to the first Saturday of each month at 9:30 a.m. at the Tukwila Community Center.

- e. Next meeting is February 26, 2014.

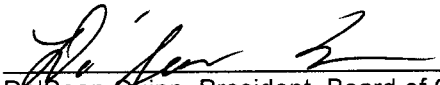
MISCELLANEOUS

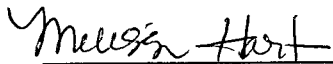
Board Member Kruller, commented that in looking at some of the budgeting items, she would like to find a voucher process on some of these items and some cost containment of unusual items such as like tours being billed to the pool.

Board Member Ekberg commented that the Executive Director is aware of these items, and he reminded the Board Members to provide pictures to the Executive Director to be displayed at the pool to promote transparency. He suggested a fundraising promotion, similar to when the pool reopened. The top fundraiser would with the opportunity be the first person to go down the pool slide. The funds raised could help pay for swimsuits for the high school team.

ADJOURNMENT

8:18 p.m. MOVED BY HOUGARDY, SECONDED BY SEAL THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 7-0.


De Sean Quinn, President, Board of Commissioners


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