

TUKWILA METROPOLITAN PARK DISTRICT

**February 13, 2012 – 6:00 p.m.
Council Chambers – Tukwila City Hall**

BOARD OF COMMISSIONERS MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Seal called the Tukwila Metropolitan Park District (MPD) meeting to order at 6:05 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Dennis Robertson, Verna Seal, De'Sean Quinn, Kate Kruller.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Lisa M. Marshall, Park District Attorney; Peggy McCarthy, Treasurer.

CITY OF TUKWILA OFFICIALS

David Cline, City Administrator; Rick Still, Parks and Recreation Director; Malcolm Neely, Aquatics Program Coordinator; Amy Kindell, Aquatics Program Specialist; Nathan Robinson, Teen Recreation Program Specialist; Kimberly Matej, Council Analyst; Melissa Hart, Deputy City Clerk.

CITIZEN COMMENTS

There were no citizen comments.

BUSINESS ITEMS

a. Approval of 1/09/12 meeting minutes.

MOVED BY ROBERTSON, SECONDED BY KRULLER TO APPROVE THE JANUARY 9, 2012 METROPOLITAN PARK DISTRICT BOARD MEETING MINUTES. MOTION CARRIED 4-0.

6:07 p.m. Commissioners Duffie, Ekberg and Hougardy entered the Council Chambers.

b. A resolution establishing a Metropolitan Park District change fund level for its pool operations.

Peggy McCarthy, Interim Finance Director, explained the City of Tukwila Parks and Recreation Department had established a \$150.00 change fund at the pool before the pool became a part of the MPD. This change fund is currently being used by the pool. Since the change fund was not included in the resolution transferring pool assets from the City to the District, the funds must be returned to the City.

MOVED BY ROBERTSON, SECONDED BY QUINN TO READ THE RESOLUTION 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 ESTABLISHING A METROPOLITAN PARK DISTRICT CHANGE FUND LEVEL FOR ITS POOL OPERATIONS.

MOVED BY ROBERTSON, SECONDED BY DUFFIE THAT THE PROPOSED RESOLUTION BE ADOPTED AS READ. MOTION CARRIED 7-0 TO ADOPT RESOLUTION NUMBER 9.

c. Authorize the Board President to sign an addendum to the Interlocal Agreement with the City of Tukwila for support services.

Ms. McCarthy said the Board is being asked to approve Amendment No. 2 to the support services Interlocal Agreement to clarify that salaries and benefits of the pool staff and management (the Aquatics Coordinator, Aquatics Specialist and Extra Labor) are not part of the interlocal agreement and are charged to the MPD separately.

MOVED BY ROBERTSON, SECONDED BY QUINN TO AUTHORIZE THE BOARD PRESIDENT TO SIGN AN AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE CITY OF TUKWILA FOR SUPPORT SERVICES. MOTION CARRIED 7-0.

d. Citizens Pool Advisory Committee:

Board President Seal relayed that copies of the applications that were received for the Citizens Pool Advisory Committee have been provided to the Council and were placed on the dais prior to this evening's meeting.

1. Confirmation of appointments to the Citizens Pool Advisory Committee (CPAC).

a. Confirm the appointment of Jeri Frangello-Anderson to Position #1 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2013.

MOVED BY QUINN, SECONDED BY HOUGARDY TO CONFIRM THE APPOINTMENT OF JERI FRANGELLO-ANDERSON TO POSITION #1 ON THE CITIZENS POOL ADVISORY COMMITTEE, WITH A TERM EXPIRING 12/31/2013. MOTION CARRIED 7-0.

b. Confirm the appointment of Vanessa Zaputil to Position #2 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2013.

MOVED BY EKBERG, SECONDED BY HOUGARDY TO CONFIRM THE APPOINTMENT OF VANESSA ZAPUTIL TO POSITION #2 ON THE CITIZENS POOL ADVISORY COMMITTEE, WITH A TERM EXPIRING 12/31/2013. MOTION CARRIED 7-0.

c. Confirm the appointment of Bryan Nelson to Position #3 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2014.

MOVED BY DUFFIE, SECONDED BY ROBERTSON TO CONFIRM THE APPOINTMENT OF BRYAN NELSON TO POSITION #3 ON THE CITIZENS POOL ADVISORY COMMITTEE, WITH A TERM EXPIRING 12/31/2014. MOTION CARRIED 7-0.

d. Confirm the appointment of David Puki to Position #4 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2014.

MOVED BY HOUGARDY, SECONDED BY KRULLER TO CONFIRM THE APPOINTMENT OF DAVID PUKI TO POSITION #4 ON THE CITIZENS POOL ADVISORY COMMITTEE, WITH A TERM EXPIRING 12/31/2014. MOTION CARRIED 7-0.

e. Confirm the appointment of Vida Verdier to Position #5 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2014.

MOVED BY EKBERG, SECONDED BY ROBERTSON TO CONFIRM THE APPOINTMENT OF VIDA VERDIER TO POSITION #5 ON THE CITIZENS POOL ADVISORY COMMITTEE, WITH A TERM EXPIRING 12/31/2014. MOTION CARRIED 7-0.

The Board of Commissioners asked clarifying questions of each of the applicants for appointment to the Citizens Pool Advisory Committee.

Commissioner Duffie acknowledged the Teens for Tukwila Group in attendance and asked them if anyone had comments relating to teen programs at the Tukwila Pool. Two 9th grade students offered their opinions of suggested programs for teens, and provided suggestions on new programs.

Board President Seal thanked the teen group for attending the meeting. She indicated she would work with Nate Robinson, Teen Recreation Program Specialist, to schedule a meeting where she would be available to answer questions and discuss ideas on how to engage the teens within the community relating to new programs at the Tukwila Pool.

David Puki, 3748 South 152nd Street, asked that the newly formed CPAC meetings be advertised on the MPD website. He feels advertising the meetings would enable the committee to capture and prioritize the ideas by the community.

2. Discussion regarding a Metropolitan Park District Commissioner as an ad hoc member of the Citizens Pool Advisory Committee.

A non-voting liaison representing the Board may be an automatic representation from established Commissioner positions such as past president, current president, current clerk or from any interested Commissioners. Availability of the ad hoc Board member to attend the Citizens Pool Advisory Committee (CPAC) meetings is very crucial. This was discussed as an issue at the last Board meeting while considering who should be the ad hoc member. The day of the month and time of day for the CPAC regular meeting time have not yet been established. This is one of the items listed in the "charge of duties" in item 3 below, that should be addressed at the Committee's first meeting.

Board President Seal indicated that at a future meeting, the Board will need to elect an ad hoc member to the CPAC. She explained the election of the ad hoc member will take place after the CPAC has established their meeting schedule.

3. Direction from the Board regarding priorities for the Citizens Pool Advisory Committee.

In addition to confirming the above appointments, the Board may choose to provide direction or a "charge" to the Committee as it becomes established. As outlined in MPD Resolution No. 8, ongoing involvement and participation of community members is considered an essential component toward achieving the goals of the District. The resolution sets forth expectations and duties of the committee, which are specifically outlined in sections 3 through 7 as follows:

Section 3. Bylaws. The Citizens Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business (of the Committee), and a majority of the Committee shall constitute a quorum for the transaction of business.

Section 4. Officers. Members of the Citizens Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

Section 5. Meetings. The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

Section 6. Annual Report. The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

Section 7. Purpose. The Citizens Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.
3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.
4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.
5. Promote pool gift giving, including setting standards for such gifts.
6. Render any other advice and assistance related to aquatics services.

Board Member Robertson referenced Section 4 (shown above from Resolution No. 8) as it relates to the election of officers and suggested the election be on an annual basis.

MOVED BY ROBERTSON, SECONDED BY QUINN TO AMEND SECTION 4, TO READ "MEMBERS OF THE CITIZENS POOL ADVISORY COMMITTEE SHALL MEET AND ORGANIZE BY ANNUALLY ELECTING, FROM THE MEMBERS OF THE COMMITTEE, A CHAIRPERSON AND VICE-CHAIRPERSON AND SUCH OTHER OFFICERS AS MAY BE DETERMINED BY THE CHAIR." MOTION CARRIED 7-0.

Staff has provided "Recommendation #3" on page 18 of the MPD agenda packet for the Board's consideration in establishing priorities for the Citizens Pool Advisory Committee as follows:

Recommendation #3: It is recommended that the Board assist the Committee by suggesting the first order of business as follows:

1. Determine officers
2. Set a meeting schedule
3. Develop and adopt bylaws

Additionally, it is recommended the Board discuss the Adopted 2012 Draft Long-term Agenda to determine the CPAC 2012 priority list. Below is a list of business items the Board adopted as a work plan for 2012. The Board may wish the CPAC to be involved in all of these items in the same sequence.

1. Review and discuss pool rental policy
2. Review and comment on the energy service plan
3. Research and review contracted services
4. Review City services and contract
5. Review and give feedback on 2013 budget
6. Review 2013 programs and fees
7. Perform outreach and relationship development with the Tukwila School District
8. Develop marketing and promotions campaign for the pool re-opening

MOVED BY ROBERTSON, SECONDED BY HOUARDY TO PROVIDE DIRECTION TO THE CITIZENS POOL ADVISORY COMMITTEE AS OUTLINED ABOVE IN RECOMMENDATION NO. 3 AND AS LISTED ON PAGE 18 OF THE AGENDA PACKET. MOTION CARRIED 7-0.

e. 2011 Tukwila Pool operations statistical review.

Rick Still, Parks and Recreation Director, explained the year-end statistical report presents a breakdown of pool users by total attendance, pass sales and one time visits. Mr. Still utilized a PowerPoint presentation to review the 2011 Tukwila Pool Year-End Statistical Report.

f. 2011 Tukwila Pool budget review.

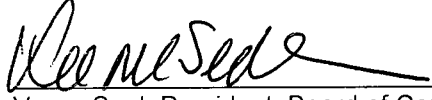
Peggy McCarthy, Interim Finance Director, conducted a financial review of the MPD's first three months of operation, including revenues, expenditures and fund balance through December 31, 2011.

REPORTS

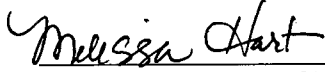
- a. Board President Seal reported voucher totals for the period ending December 31, 2011 were \$3,411.25.
- b. Staff: 2012 Pool Fee Schedule
The next MPD meeting is March 12, 2012.

ADJOURNMENT

7:05 p.m. MOVED BY DUFFIE, SECONDED BY KRULLER THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 7-0.



Verna Seal, President, Board of Commissioners



Melissa Hart, Deputy City Clerk