

TUKWILA METROPOLITAN PARK DISTRICT

**June 17, 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 8:06 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; Vicky Carlsen, Deputy Finance Director; Christy O'Flaherty, City Clerk.

SPECIAL RECOGNITION

Board President Seal acknowledged Amy Kindell, Aquatics Program Specialist, in attendance with members of the Tukwila Turtles Special Olympics Swim Team. Ms. Kindell explained that 14 athletes from the Tukwila Turtles won 35 medals at the Special Olympics Washington State Games at the King County Aquatic Center on June 1, 2013. Members of the Tukwila Turtles in attendance with their many medals included Jillian Quigley, Kelsey Ahlf, Steve Mannard and Kenny Nishino.

The Board Members congratulated Ms. Kindell and the Tukwila Turtles for their great performance at the State Games and came down from the dais to shake hands with the team members.

CITIZEN COMMENTS

Vanessa Zaputil, 15171 52nd Avenue South, indicated that she did not see a reconciliation document in the packet regarding errors and omissions she had found in the first quarter report. It is important to her that the records be accurate.

CONSENT AGENDA

- a. Approval of Minutes: 5/20/13
- b. Approval of Vouchers:
June 3: #130400, 363470, 363488, 363518 in the amount of \$10,549.72
June 17: #130500, 363647, 363665 in the amount of \$9,930.31

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

BUSINESS ITEMS

a. A motion to approve the process and timeline for hiring an Executive Director (as outlined in the Metropolitan Park District agenda packet).

Board Member Ekberg provided an overview of this topic. He conveyed that the Board has identified a need for a leadership position that reports to the Board of Commissioners to manage and oversee the administrative and operational functions of the MPD.

An Executive Director Subcommittee was created to facilitate the development of a hiring process and job description for the position. The Subcommittee is comprised of Board Members Robertson, Kruller and Ekberg. Board Member Ekberg was selected to be the Chair of the Subcommittee.

On June 10, 2013, Board Members Ekberg and Robertson met with the City Administrator and Parks and Recreation Director to review the job description and timeline and discuss the hiring process. The Council Analyst will assist in the hiring process for the Executive Director. The information in the packet outlines a timeline for the hiring process.

MOVED BY ROBERTSON, SECONDED BY DUFFIE TO APPROVE THE PROCESS AND TIMELINE FOR HIRING AN EXECUTIVE DIRECTOR (AS OUTLINED IN THE METROPOLITAN PARK DISTRICT AGENDA PACKET).*

The Board Members discussed this issue and offered the following comments: the expectation that the Executive Director provide financial analysis for pool operations in comparison to other pools; acknowledgement that this job is not free and it should be benchmarked against other similar positions; the need to assess the appropriate salary for the position and decide if the salary should be included in the job notice; consideration should be given for the position being full time; the need for the Board to have a greater understanding of the operations of the pool to include discussion at an upcoming Board Meeting or work session; recognition that there are no major operational issues or problems to be solved, lending itself to the position being part time; reference to the Port Angeles Pool as an example of a great operation and enviable benchmark.

Rick Still, Parks and Recreation Director, indicated that staff from the Human Resources Department conveyed that if the Board wants to use the City application process for hiring this position, then it should be done through their office. The Board could also choose to request a resume and cover letter, and that method would not require involvement of the Human Resources Department.

There was Board consensus to utilize the resume and cover letter method for hiring the Executive Director.

***MOTION CARRIED 7-0.**

Board Member Robertson indicated that due to his schedule, it would be a good time to replace him on the Executive Director Subcommittee. There was Board consensus for Board President Seal to take over for Board Member Robertson on the Subcommittee.

b. Annual review of rental policy.

Rick Still, Parks and Recreation Director, explained that the Board had requested an annual review of the policy that governs facility rentals at the Tukwila Pool. The policy was last reviewed in August 2012.

The Board Members exchanged comments and asked questions regarding various aspects of the rental policy, with a focus on having the new Executive Director review the policy.

Vanessa Zaputil, 15171 52nd Avenue South, feels that it is very important to have MPD policies put in place that are not written in language that is restrictive. She wants to ensure that the operator of the pool is not limited in being creative with revenue and/or programming opportunities. At this time the only MPD policy in existence is for the Scholarship Program.

c. A motion to approve the 2014 budget timeline (as outlined in the Metropolitan Park District agenda packet).

MOVED BY HOUARDY, SECONDED BY DUFFIE TO APPROVE THE 2014 BUDGET TIMELINE (AS OUTLINED IN THE METROPOLITAN PARK DISTRICT AGENDA PACKET).*

Mr. Still provided an overview of this topic.

The MPD budget is adopted annually. This year the 2014 budget is scheduled to be adopted at the November 18, 2013 meeting. A program and fees review is considered when developing the budget. Staff is requesting that the Board approve the budget process timeline in the packet, which includes the Tukwila Pool Advisory Committee (TPAC) in the review process. Staff has also considered important dates related to internal program planning procedures, such as brochure publication dates.

***MOTION CARRIED 7-0.**

REPORTS

a. Commissioners

Board Member Kruller attended the Tukwila Turtles Special Olympics Swim Team event on June 1, 2013 and expressed that it was an incredible experience. She relayed gratitude to the families who support their "Turtles" in this endeavor.

b. Staff:

- Capital Improvement Project update
- Operations

Board Member Robertson asked Mr. Still if he could provide information regarding possible trends regarding pool use.

Mr. Still explained that pool operations have shown steady progress through the years, and he feels revenue and participation will continue to increase. Board Member Robertson inquired if Mr. Still will be suggesting revenue changes at budget preparation time. Mr. Still said it is wise to be conservative, however, the projections are quite good right now. Comparisons and analysis will be done prior to presenting the preliminary budget to the Board in August.

Board Member Duffie inquired if the pool is adequately staffed with lifeguards.

Mr. Still responded in the affirmative. While lifeguards require multiple certifications, new lifeguards have recently been hired, with almost half of them from Foster High School.

Board Member Ekberg extended kudos to the staff for coordinating the water safety presentation to fifth grade students at Cascade View Elementary. He asked if that could be expanded to other elementary schools. Mr. Still said efforts are underway to involve the other schools.

- Short-term agenda review

c. Tukwila Pool Advisory Committee (TPAC):

- Agenda and minutes
- Chairperson report

Vanessa Zaputil, TPAC Vice-Chair, reported that TPAC has two recommendations for the Board. They would like the Board to post MPD policies on the website, creating a section in the records and adding the Scholarship Program Policy. The second recommendation is to implement a Suggestion Box at the pool to increase community involvement.

There was Board consensus for TPAC to work with staff to implement the Suggestion Box at the pool.

Board President Seal recently had a discussion with Mayor Haggerton and suggested it may be time to have the MPD Board Meetings occur on a night of the week other than Monday. The City Council Regular Meeting is being held to a 1-hour time frame so the MPD meetings can begin at 8:00 p.m. This is becoming problematic as the Council agendas are expected to become fuller, and the 1-hour time limit is prohibitive. She asked the Board Members to begin thinking about options.

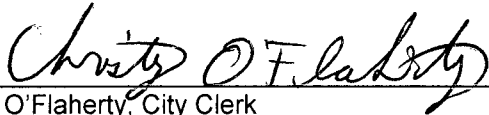
d. Next meeting is July 15, 2013

ADJOURNMENT

9:12 p.m. MOVED BY DUFFIE, SECONDED BY QUINN THAT THE TUKWILA METROPOLITAN PARK DISTRICT BOARD MEETING BE ADJOURNED. MOTION CARRIED 7-0.



Verna Seal, President, Board of Commissioners



Christy O'Flaherty, City Clerk