

TUKWILA METROPOLITAN PARK DISTRICT

December 16, 2013 – 5:30 p.m.
Council Chambers – Tukwila City Hall

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Verna Seal, President of the Board, called the Special Meeting of the Tukwila Metropolitan Park District (MPD) to order at 5:31 p.m. and led the audience in the Pledge of Allegiance.

ROLL CALL

Christy O'Flaherty, 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.

CITY OF TUKWILA OFFICIALS

David Cline, City Administrator; Brian Snure, Board Attorney; Rick Still, Parks and Recreation Director; Amy Kindell, Aquatics Program Specialist; Malcolm Neely, Aquatics Program Coordinator; Stephanie Brown, Human Resources Director; Peggy McCarthy, MPD Treasurer; Vicky Carlsen, Deputy Finance Director; Christy O'Flaherty, City Clerk.

AMEND AGENDA

MOVED BY HOUGARDY, SECONDED BY ROBERTSON TO AMEND THE AGENDA TO MOVE ITEM 4B, EXECUTIVE DIRECTOR, UP IN THE AGENDA TO BE DISCUSSED AS THE FIRST BUSINESS ITEM. MOTION CARRIED 7-0.

CITIZEN COMMENTS

Val Thomas-Matson, 5817 South 144th Street, expressed appreciation for the opportunity to make public comments at last month's MPD meeting. She conveyed concern regarding notification for the December 10 (Special Meeting) as not everyone knew about that meeting and, therefore, were not in attendance to make public comments. She hopes the Board will work on that. Additionally, she requested the Board be mindful of the time parameters for the Executive Director. In her view, the 6-month time period is not adequate for someone to be fully up to speed. She said she is grateful for the pool and that it is running well.

Diane Myers, 13919 42nd Avenue South, expressed appreciation to Board President Seal, on behalf of STP (Sustain Tukwila Pool), for her 2 years of work as the Board President.

Jeanelle Baldwin, 5827 South 144th Street, said she attended the first all-female swim event. She saw 30+ women and girls in attendance who were happy, smiling, and swimming. She had a great time at the event. Additionally, she expressed gratitude to the Tukwila Fire Department (Station 54B) in their dealings with her husband who had become delusional prior to his death. Their involvement eased his mind and brought comfort to the entire family.

CONSENT AGENDA

- a. Approval of Minutes: 11/18/13 (Regular)
- b. Approval of Vouchers:
December 2: #364916 in the amount of \$7.70
December 16: #365114, 365127, 365135 in the amount of \$6,992.19

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

BUSINESS ITEMS

a. Executive Director: *(Per agenda amendment on Page 1)*

(1) Discussion and decision on a candidate.

(2) Authorize the extension of an offer to the candidate and authorize the Board President and Clerk to sign the contract.

Brian Snure, MPD Attorney, said the issue before the Board is whether to hire Jennafer Price Cargill as the Executive Director for the MPD for a 2-year period, subject to a 30-day termination clause, at a monthly salary of \$3,750 per month.

What has changed is the question of the nature of the relationship between the MPD and Ms. Cargill. When this was initially considered, it was set up to be a contract for an independent contractor. Issues arose over indemnification and insurance, and in Mr. Snure's opinion, the Executive Director should be an employee of the MPD. There will be some associated costs with this option, to include L&I, payroll withholding taxes, Social Security and Medicare. Also, as a public employee working over 70 hours a month, the position would be eligible for the PERS retirement system, which will have associated costs to the MPD. There will also be administrative costs associated with this option. He explained that the Executive Director position being an employee of the district is in greater compliance with the law. The contract terms will not change in terms of compensation, hours, or term of the agreement.

The Board Members exchanged comments regarding this item and determined the need to meet in an Executive Session.

AMEND AGENDA

MOVED BY ROBERTSON, SECONDED BY KRULLER TO AMEND THE AGENDA TO MOVE ITEM 7, EXECUTIVE SESSION, UP IN THE AGENDA TO BE CONDUCTED AT THIS TIME AND TO LAST FOR A PERIOD OF 15 MINUTES. MOTION CARRIED 7-0.

EXECUTIVE SESSION – 15 Minutes *(Per agenda amendment above)*

With input from Mr. Snure, Board Attorney, Board President Seal announced the Board will now be going into Executive Session - Pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for employment.

The Executive Session will run for 15 minutes. The Board Members left the Council Chambers and entered the Judge's Chambers to conduct the Executive Session.

Start: 5:56 p.m.

Attendees: David Cline, City Administrator; Stephanie Brown, Human Resources Director; Brian Snure, MPD Attorney; MPD Board Members Joe Duffie, Dennis Robertson, Allan Ekberg, Kathy Hougardy, Verna Seal, De'Sean Quinn, Kate Kruller.

Extension: 6:09 p.m. – Board Member Hougardy entered the Council Chambers and announced the Executive Session would be extended until 6:20 p.m.

End: 6:15 p.m. – Having concluded the Executive Session, the Board Members entered the Council Chambers.

6:20 p.m. Board President Seal reconvened the Board meeting and resumed discussion on the Executive Director Item.

a. Executive Director: (Continued)

(1) Discussion and decision on a candidate.

(2) Authorize the extension of an offer to the candidate and authorize the Board President and Clerk to sign the contract.

MOVED BY EKBERG, SECONDED BY KRULLER TO APPROVE HIRING JENNAFER PRICE CARGILL AS THE EXECUTIVE DIRECTOR OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT AT A COST OF \$3,750 PER MONTH IN SALARY WITH A 1-YEAR TERM, WITH AN OPTION TO RENEW FOR AN ADDITIONAL YEAR, SUBJECT TO EARLY TERMINATION WITH 30 DAYS WRITTEN NOTICE, AND AUTHORIZE THE PRESIDENT OF THE BOARD TO SIGN THE EMPLOYMENT CONTRACT AFTER REVIEW AND APPROVAL BY LEGAL COUNSEL.*

Board Member Robertson confirmed that the employment hire date will be January 2, 2014.

***MOTION CARRIED 7-0.**

b. 2014 Board appointments (per Resolution No. 1).

MOVED BY ROBERTSON, SECONDED BY DUFFIE TO APPOINT DE'SEAN QUINN AS PRESIDENT OF THE BOARD FOR 2014 AND KATE KRULLER AS CLERK OF THE BOARD FOR 2014 (beginning January 1, 2014).*

Board Member Kruller inquired about a swearing in ceremony.

Mr. Snure said it is his understanding the Board Members have not yet taken Oaths of Office as Pool District Commissioners and that should occur at the first meeting in January.

***MOTION CARRIED 7-0.**

c. A resolution of the Board of Commissioners of the Tukwila Metropolitan Park District adopting the annual budget of the Metropolitan Park District for the fiscal year 2014.

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

Christy O'Flaherty, City Clerk, read the proposed resolution by title only.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT ADOPTING THE ANNUAL BUDGET OF THE METROPOLITAN PARK DISTRICT FOR THE FISCAL YEAR 2014.

MOVED BY QUINN, SECONDED BY HOUGARDY THAT THE PROPOSED RESOLUTION BE ADOPTED AS READ.*

Vanessa Zaputil, TPAC (Tukwila Pool Advisory Committee) Vice Chair, said the TPAC has the following recommendations regarding the 2014 budget: That a minimum of \$10,000 be allocated toward marketing, with the expectation that this will have a positive impact on the budget with a return in revenue, and funding the 17-year life-cycle replacement plan at the lower amount of \$50,000 per year.

Jacque Carroll, 16241 49th Avenue South, came forward to comment on a document submitted to the Board by the STP (Sustain Tukwila Pool) group. There were 6 items outlined in the memorandum, summarized as follows: (1) An Executive Director will be able to address budgetary concerns; (2) A Request for Quote will be beneficial; (3) There is a need for comprehensive tracking of programming; (4) Programming should be broken down and be reflected in the budget explanation; (5) The CIP Reserve Fund purpose should be clarified, to include a footnote indicating it is earmarked for demolition if renaming is not possible; (6) The line item regarding direct billing for overtime for grant work should be removed.

Vicky Carlsen, Deputy Finance Director, said that at the October 21, 2013 Board Meeting, direction was given to staff to increase line 33 for advertising (page 25) to \$10,000. Additionally, Attachment A in the packet (page 17) reflects a \$50,000 life cycle replacement on line 16 (page 25).

MOVED BY ROBERTSON, SECONDED BY EKBERG TO AMEND THE MAIN MOTION TO INCLUDE ATTACHMENT A (PAGE 17) TO BE PART OF THE 2014 BUDGET RESOLUTION. MOTION CARRIED 7-0.

***MOTION CARRIED 7-0 TO ADOPT RESOLUTION NUMBER 17, WITH ATTACHMENT A.**

d. Authorize the President and Clerk of the Board to sign the Memorandum of Understanding (MOU) to the Interlocal Agreement for loan and repayment between the City of Tukwila and the Metropolitan Park District. (MPD contract #11-006 and City contract #11-133.)

MOVED BY QUINN, SECONDED BY DUFFIE TO AUTHORIZE THE PRESIDENT AND CLERK OF THE BOARD TO SIGN THE MEMORANDUM OF UNDERSTANDING TO THE INTERLOCAL AGREEMENT FOR LOAN AND REPAYMENT BETWEEN THE CITY OF TUKWILA AND THE METROPOLITAN PARK DISTRICT. (MPD contract #11-006 and City contract #11-133.)*

Vicky Carlsen, Deputy Finance Director, explained that by loaning the funds to the MPD later than outlined in the original Interlocal Agreement, the total interest owed to the City is less than what would have been owed if the original schedule had been followed, resulting in a win-win for both the City and the MPD.

***MOTION CARRIED 7-0.**

e. A resolution changing the meeting day and time for the MPD Board of Commissioners meeting effective in 2014. (New day/time is the 4th Wednesday of each month at 5:30 p.m.)

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

Christy O'Flaherty, City Clerk, read the proposed resolution by title only.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AMENDING RESOLUTION NO. 1 §12 (PART) AND RESOLUTION NO. 12 TO CHANGE THE MEETING DAY AND TIME OF THE BOARD OF COMMISSIONERS EFFECTIVE 2014.

MOVED BY QUINN, SECONDED BY KRULLER THAT THE PROPOSED RESOLUTION BE ADOPTED AS READ. MOTION CARRIED 7-0 TO ADOPT RESOLUTION NUMBER 18.

REPORTS

- a. Commissioners:
- b. Staff:
 - Operational issues
- c. Tukwila Pool Advisory Committee (November and December Reports):
 - Chairperson report
 - Agenda and minutes

Vanessa Zaputil, TPAC Vice Chair, stated that at the November meeting a great deal of time was spent on the student participation recommendation and on a marketing update. The TPAC is also recommending that direction from the Board to TPAC as it relates to information, revisions and updates be emailed to the Chair in advance of the TPAC meeting. This formal process will help ensure clear direction.

Board Member Quinn relayed that once an Executive Director is on board, this would be a function of that position.

Board Member Kruller indicated she hosted the Council Coffee Chat and many people were interested in talking about the pool. She suggested the possibility of having Pool Chats at the pool, perhaps, on a quarterly basis.

Board Member Ekberg asked for an update regarding the pool slide. Rick Still, Parks and Recreation Director, explained there were issues with the Health Department, and they have found a solution that is expected to satisfy the Health Department.

d. Next meeting is January 22, 2014.

MISCELLANEOUS

Board Member Robertson said that in light of hiring an Executive Director, he would like to see policies and procedures on the January meeting regarding employees. He offered to assist in the process. Additionally, since the Board has some operational responsibilities, he would like to see the formation of an Executive Committee to work with the Executive Director to implement operational policies and procedures.

Board Member Ekberg inquired about costs associated with swimsuits for high school students. Amy Kindell, Aquatics Program Specialist, said the costs could be approximately a couple of thousand dollars. Additionally, there are still some donations left for that purpose.

Board Member Kruller said there is a 60-80% reduction in the cost of swimsuits through the "Swim Across America" program; she will forward the information to Ms. Kindell.

Board Member Ekberg asked for an update on the pool cover. Ms. Kindell said they are continuing to work on a solution with the contractor.

Board Member Kruller expressed concern about the costs associated with lost efficiencies.

Rick Still, Parks and Recreation Director, said the efficiencies are being met even without the pool cover. Also, the new air handling system aids in further efficiencies.

Ms. Kruller inquired about data that would show the actual costs.

David Cline, City Administrator, replied that staff will come back with an update on the pool cover.

Board consensus existed to have an update at the January Board Meeting.

Board Member Kruller asked that the Board be notified sooner than the January meeting if it becomes obvious that the MPD is losing \$1,000-\$3,000 a month.

Board Member Hougardy expressed appreciation to Board President Seal for taking over the presidency this year and for doing a great job.

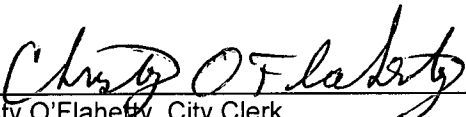
Board President Seal thanked the audience members, community members, and staff for their great work this year.

ADJOURNMENT

7:02 p.m. MOVED BY QUINN, SECONDED BY HOUARDY 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