



**MINUTES OF COMMITTEE OF THE WHOLE  
BOARD OF PARK COMMISSIONERS  
August 21, 2023**

PRESENT: Andrea Smith, President  
Tim Reid  
Rosie Ayala  
Michael Liang

EXCUSED: Aaron Pointer

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters 4702 S. 19<sup>th</sup> St.

The meeting was called to order by President Smith at 5:30pm.  
Commissioner Ayala was appointed as Acting Clerk for the meeting.

**APPROVAL OF THE MINUTES**

July 31, 2023 COW Minutes.

It was moved and seconded that the minutes be approved as presented; seconded and passed unanimously.

**DISTRICT POLICY REVIEW**

Shon Sylvia opened the discussion by informing the Board that as staff has engaged in the policy review process things are moving a bit slower than planned so as to allow for input from staff, advisory councils and completion of equity reviews. He noted that staff will re-look at scheduling reviews at the Board level based on the current pace. Board members agreed to slowing the pace to allow for consistent & thorough review.

Policy 000.001 Policy & Procedures of the Board of Park Commissioners

Jennifer Bowman indicated that review has occurred at a staff level including several cross-departmental and ad hoc teams, and an equity review was completed. Ms. Bowman also indicated that individual Board members have reviewed the policy and have made several comments, questions and suggestions.

A redline version of the draft revisions were discussed and reviewed with the Board as follows:

- Change of location of Regular Meeting be made by Motion of the Board.
- Study Sessions: allowing start times prior to 5pm if necessary and accepting community comment at the discretion of the Board President

- Expanding forms of community comment at Board meetings to include written, verbal and voicemail.
- Committee of the Whole Meetings- adding definition to purpose and allowance of community input at the discretion of the Board President.
- New Section added to address remote meeting attendee in accordance with RCW 42.30.

It was recommended that Sections VII-XI be separated and become part of the administrative procedures that support this policy administrated by the Executive Director. These procedures were reviewed by Board and staff. Board members requested more information about some committees and purpose before bringing this policy to the Board for First Reading.

Board members also suggested they complete their own equity review of the policy at the Board Retreat in September.

#### Policy 511.001 Authority of the Board & Executive Director

Redline of the policy was distributed. The Board reviewed this policy making a recommendation to reference to RCW 35.61 in the Purpose section. Pronoun language updating was also recommended as well as separating the administrative procedures from the policy.

A small update was recommended to the procedures to this policy related to the Board naming a designee should the Executive Director be unable to act.

The Board recommended bringing this proposed updated policy forward for consideration at the next Regular Park Board meeting.

#### Policy 000.004 Naming Parks, Recreation Areas, Facilities and Features

Redline version of the policy was distributed. The Board was informed that review has occurred at a staff level including cross-department and ad hoc teams, advisory council members and an equity review was completed. Staff also indicated that individual Board members have reviewed the policy and have made several comments and asked questions. Sandra Eliason and Hunter George then led a discussion with the Board regarding recommended updates to the policy which includes:

- Clarifies the types of assets that can be named.
- Changes the title of the policy to better summarize the types of assets that can be named.
- Updates the language to be more inclusive and consistent.
- Separates procedures from policy to allow more flexibility.
- Clarifies that the District shall name assets for people, organizations or places that reflect mission, vision, and values.
- Eliminates the requirement that a donor must cover 51 percent of the cost of the item in order to qualify for naming rights.
- Clarifies that the form of recognition should be consistent with District signage standards.
- Clarifies that a decision to remove a name from an asset due to “disrepute” must be approved by the Park Board.

Staff then noted that the procedures for implementing Policy 000.004 will be updated separately by the Executive Director to reflect the following:

- Distinctions among naming for historic references, major gifts from donors, and corporate partnerships.
- Marginalized groups and underrepresented narratives will be part of the evaluation process for naming assets.
- Naming opportunities ranges and levels will be identified through a collaborative process based on the characteristics and circumstances of each item.
- Signage and naming recognition will be reviewed by appropriate MPT staff to ensure consistency with District standards.

The Board recommended bringing this proposed updated policy forward for consideration at the next Regular Park Board meeting.

### **MCCARVER PARK RENAMING**

Shon Sylvia commented that following a public process, the School Board has approved a request to rename McCarver Elementary School to Edna Travis Elementary School.

Park Board members directed Mr. Sylvia to being looking at the process for renaming of McCarver Park which sits beside the site of the elementary school.

### **OTHER**

### **ADJOURNMENT**

Being no further business, Commissioner Smith adjourned the meeting at 7:06 p.m.

### **APPROVED:**

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President

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Clerk

Submitted by:  
Jennifer Bowman, Secretary