



KIRKLAND PARK BOARD REGULAR MEETING

Date: June 9, 2021

Time: 7:00 p.m.

Place: Meeting to be held virtually, via Zoom

The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **WELCOME AND INTRODUCTION OF NEW PARK BOARD MEMBERS**
 - a. Alison Cunningham
 - b. Tessa Hansen
 - c. Crystal Thimsen
4. **ITEMS FROM THE AUDIENCE**
5. **APPROVAL OF MINUTES**
 - a. April 14, 2021
 - b. May 12, 2021
6. **BUSINESS ITEMS**
 - a. Training Presentations
 - i. Parks and Community Services Department Overview
 - ii. Park Board 101
 - b. PROS Plan Check In
 - c. Neighborhood Liaison Assignments
 - d. Election of Vice-Chair
7. **COMMUNICATIONS**
 - a. Correspondence
 - b. [Department Monthly Report](#)
 - c. Staff Updates and Information

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

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- i. Active Amenities Update
 - ii. Plaza of Champions Induction Ceremony
- d. Park Board member reports
- e. Comments from the Chair

KIRKLAND PARK BOARD

Minutes of Regular Meeting

April 14, 2021

1. CALL TO ORDER

April 14, 2021, Park Board Regular meeting was called to order at 7:00 p.m. by Chair Susan Baird-Joshi.

2. ROLL CALL

Members Present: Chair Susan Baird-Joshi, Vice-Chair Amanda Judd, Uzma Butte, Mike Holland

Members Absent: Roshan Parikh, Tammy Cohen

Staff Present: John Lloyd, Mary Gardocki, Sara Shellenbarger

Recording Secretary: Heather Lantz-Brazil

3. ITEMS FROM THE AUDIENCE

Kristin Terpstra

4. APPROVAL OF MINUTES

Ms. Judd moved to approve the February 10, 2021 meeting minutes. Motion seconded by Ms. Butte. The motion passed unanimously.

Ms. Judd suggested the following revision to the minutes of the March 31, 2021 meeting section 6d. Park Board member reports:

"...two three community projects in the safety program were voted on by the panel to move forward for proposal to City Council. Both Two program proposals were directly improving accessibility to Kirkland parks."

Ms. Baird-Joshi suggested the revision to add "None" after "Members Absent:" in the Roll Call section of the minutes of the March 31, 2021 meeting.

Mr. Holland moved to approve the March 31, 2021 meeting minutes with the two suggested revisions noted. Motion seconded by Ms. Judd. The motion passed unanimously.

5. BUSINESS ITEMS

a. Meeting Facilitation

Ms. Baird-Joshi, Chair presented the Board meeting facilitation process for discussion.

b. Recreation Summer Programming Update

Sara Shellenbarger, Recreation Manager provided an update on summer 2021 Recreation program plans, including how staff are addressing COVID-19 related changes, marketing plans, and the updated and enhanced scholarship program. Staff answered questions from the Board.

c. Park Board Work Plan Introduction

John Lloyd, Parks and Community Services Deputy Director introduced the 2021-2022 Park Board Work Plan for discussion. Staff answered questions from the Board.

PARK BOARD RECESSED at 8:00 PM FOR 5 MINUTES

PARK BOARD RECONVENED AT 8:05 PM

6. COMMUNICATIONS

- a. Correspondence
- b. Department Monthly Report
- c. Staff Updates and Information
- d. Park Board member reports
- e. Comments from the Chair

ADJOURNMENT

Ms. Butte moved to adjourn the meeting. Ms. Judd seconded. The motion passed unanimously, and the meeting was adjourned at 8:22 p.m.

Heather Lantz-Brazil, Recording Secretary
Parks and Community Services

Susan Baird-Joshi, Chair
Park Board

KIRKLAND PARK BOARD

Minutes of Regular Meeting

May 12, 2021

1. CALL TO ORDER

May 12, 2021, Park Board Regular meeting was called to order at 7:00 p.m. by Vice-Chair Amanda Judd.

2. ROLL CALL

Members Present: Chair Susan Baird-Joshi, Vice-Chair Amanda Judd, Mike Holland, Roshan Parikh

Members Absent: Uzma Butte, Tammy Cohen

Staff Present: Lynn Zwaagstra, John Lloyd, Mary Gardocki, Jason Filan, Sara Shellenbarger, David Barnes

Recording Secretary: Heather Lantz-Brazil

3. ITEMS FROM THE AUDIENCE

4. SPECIAL PRESENTATION

John Lloyd, Deputy Director of Parks and Community Services (PCS) introduced a team of local children, Lego Ninjas participating in a Lego League Challenge Project on inclusive play in parks.

5. APPROVAL OF MINUTES

6. BUSINESS ITEMS

a. Sustainability Master Plan Briefing

John Lloyd, Deputy Director of PCS introduced David Barnes, Senior Planner and Sustainability Master Plan Project Manager who presented a briefing on the City's Sustainability Master Plan. Staff answered questions from the Board.

b. Park Board Work Plan Approval

John Lloyd, Deputy Director of PCS presented the updated Park Board Work Plan and provided an update on next steps for adoption by City Council.

PARK BOARD RECESSED AT 8:09 PM FOR 10 MINUTES

PARK BOARD RECONVENED AT 8:19 PM

c. Art Donation for Juanita Beach

d. Park Board Retreat

John Lloyd, Deputy Director of PCS led a discussion about the proposed Park Board Retreat, including suggesting a date for the retreat.

e. PROS Plan Update

Mary Gardocki, Park Planning and Development Manager provided an update on the Parks, Recreation and Open Space (PROS) Plan process. Staff answered questions from the Board.

7. COMMUNICATIONS

a. Correspondence

b. Department Monthly Report

c. Staff Updates and Information

Sara Shellenbarger, Recreation Manager gave an update on summer recreation registration.

d. Park Board member reports

e. Comments from the Chair

ADJOURNMENT

Vice-Chair Amanda Judd adjourned the meeting at 8:59 p.m.

Heather Lantz-Brazil, Recording Secretary
Parks and Community Services

Amanda Judd, Vice-Chair
Park Board



CITY OF KIRKLAND
Department of Parks and Community Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Lynn Zwaagstra, Director, Parks and Community Services
John Lloyd, Deputy Director, Parks and Community Services
Mary Gardocki, Park Planning and Development Manager

Date: June 9, 2021

Subject: Park Board Training

RECOMMENDATION

That Park Board receive educational/training presentations on the scope of the Parks and Community Services Department as well as the role of Park Board and general meeting facilitation.

BACKGROUND DISCUSSION

With several new Park Board members appointed over the past two years, staff recognize the brief orientation previously provided to Park Board members does not adequately prepare new members for the breadth of information discussed by the Board. Staff had planned to hold a separate educational retreat for all members, but scheduling issues made this challenging. As such, the educational sessions will be incorporated into regular Park Board meetings. Conducting the training for all Board members at this time will ensure all members are on the same page and have the knowledge needed to serve on the Board.

Staff will provide training on several topics over the next few months, including the role of the Park Board; the Parks, Recreation, and Open Space (PROS) Plan; and Robert's Rules of Order and meeting facilitation, and a department overview, department budget and service levels, and the park planning and design process. These training presentations will provide a greater background on Park Board and will inform Board members about the operations of the Parks and Community Services Department, laying the groundwork for future discussions. At the June 9, 2021 meeting, staff will present an overview of the department, the role of Park Board and general meeting facilitation (which includes the basics of Robert's Rules of Order).



CITY OF KIRKLAND

Department of Parks & Community Services

123 5th Avenue, Kirkland, WA 98033 425.587.3300

www.kirklandwa.gov

To: Park Board

From: Mary Gardocki, Park Planning and Development Manager

Date: June 9, 2021

Subject: PROS Plan Update

BACKGROUND:

Each month staff will provide the Park Board with a monthly progress report. This month will focus on the current timeline related to the process and opportunities that will be coming. As you will see, June will be spent with outreach initiatives such as VIP Stakeholder interviews, focus groups, staff SWOT analysis and wrapping up with our first Public Forum. These will all be led by our consultant GreenPlay.

June 1	Complete information requests from consultant
June 4	All staff complete the SWOT analysis tool. Results to be used for discussion for June 9 at the All Staff meeting.
June 7, 8	Six (6) VIP Stakeholder Interviews (max 3 in each interview group, total 18 pp) Four (4) Focus Groups (max 15 in each group, total 60 pp max)
June 7	PCS Leadership Focus Group
June 9	All Staff SWOT analysis meeting
June 14	DEI Focus Groups
June 17	1st Public forum

The VIPS Stakeholders are community leaders like our City Council. The focus groups will be offered through culling our list of advocates for a diverse representation. Following June, there will be further outreach conducted by staff such as pop-up interviews in the parks and supplemental interviews. Additionally, the following remaining schedule outlines major milestones to reach the end goal of adoption by City Council. The statistically valid survey will be mailed to 4,000 residents in September followed by an online survey in October.

July/Aug	Prepare mailer for online survey Pop-up interviews in parks Supplemental interviews Media push for mail-in survey opportunity Park Assessments and other technical work by consultant
September	Mail survey Park Board special meeting – focus group Athletic Field Demand – focus group
October	Mail postcard to every resident

	Media push for online survey
	Online survey goes live
	ADA Transition Plan – outreach
	Human Services Commission - meeting
December	2nd Public Forum – results presentation
Late January	3rd Public Forum – draft presentation
March	Park Board recommendation to City Council
April	City Council

Staff has set up the website www.kirklandwa.gov/PlayItForward where you can direct the community for information as well as sign up for our listserv. Lastly, this planning process is being fueled by a campaign strategy known as Play It Forward – imagine the future of Kirkland’s parks, recreation, and open spaces. It is a means to celebrate this process and engage our community. In addition to the listserv, there is also a dedicated email (playitforward@kirklandwa.gov) and a phone number (425-587-3315) that people can reach us.



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MEMORANDUM

To: Park Board
From: John Lloyd, Deputy Director, Parks and Community Services
Date: June 9, 2021
Subject: Park Board Liaison Assignments

RECOMMENDATION

That the Park Board discuss neighborhood liaison assignments and make representative appointments. Additionally, it is recommended that the Park Board update the community about various ongoing programs and projects associated with the Parks and Community Services Department.

BACKGROUND DISCUSSION

The Park Board mission statement is as follows:

"The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services (PCS) and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland."

The job description of the Park Board discusses involving the community and meeting with volunteer groups and neighborhoods to determine needs and interests. Some years ago, the Park Board decided to assign each board member to be the liaison with one or more neighborhood organizations. These assignments are typically made just after new Park Board members are appointed by City Council.

Park Board members have requested assistance in meeting liaison role expectations. After discussion, it was determined that the following two strategies would be used to prepare Park Board members for neighborhood meetings.

- Park Board members should use the monthly report provided by staff and pick out key items to convey to the neighborhoods. This could be followed by questions and feedback.
- Staff will highlight a topic or a discussion question for use with neighborhoods that would solicit community input for consideration. Discussion questions could be related to upcoming Park Board agenda items or be generic.

LIAISON ASSIGNMENTS

Current Neighborhood Liaison Assignments are listed below. The Board may assign representation in any manner desired. This may include opening all assignments and selecting new representation or only assigning unassigned neighborhoods. Many neighborhood associations are holding meetings virtually. Please visit the City's [neighborhood association website](#) for up-to-date information about each neighborhood.

Neighborhood	Park Board Member	Frequency
Central Houghton	Tammy Cohen	Second Tuesday of odd months (No summer or Dec meetings)
Everest	Mike Holland	Fourth Tuesday odd months (No summer meetings)
Evergreen Hill		Third Wednesday of every month (No meetings in Nov, Dec, July, Aug)
Finn Hill	Amanda Judd	Meets as needed
Highlands	Mike Holland	Third Wednesday odd months (Nov–May)
Juanita	Amanda Judd	Second Monday of odd months (No summer meetings)
Lakeview	Unassigned	Inactive - No meetings at this time
Market	Roshan Parikh	Third Wednesday odd months (No summer meetings)
Moss Bay	Uzma Butte	Second Monday odd months (No summer meetings)
Norkirk	Tammy Cohen	First Wednesday even months (No summer meetings)
North Rose Hill	Uzma Butte	Third Monday of every month (No July or Dec meetings)
South Rose Hill/Bridle Trails		Second Tuesday odd months (No summer meetings)
Totem Lake	Unassigned	Inactive - No meetings at this time



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MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services

Date: June 9, 2021

Subject: Election of Vice Chair

RECOMMENDATION

That the Park Board conduct elections to fill the vacant Vice Chair position for the remainder of 2021.

BACKGROUND DISCUSSION

Kirkland Municipal Code 3.36.040 states that the Park Board Chair and Vice Chair will be elected annually to a one-year term and elections will be held at the Board's final meeting of the year. The code also stipulates if the Chair is unable to complete his/her term, the vice-chair shall assume the position of chair and perform all the required duties until the expiration of the respective term and a new vice-chair shall be elected. The Park Board held elections at the February 10, 2021 meeting, electing Susan Baird-Joshi to her second term as Chair, and Amanda Judd to the Vice Chair position. Due to personal matters, Ms. Baird-Joshi did not seek reappointment to Park Board in May 2021. Pursuant to the code, Ms. Judd has assumed the Chair position, leaving the Vice Chair position vacant.

The Chair is responsible for presiding over Park Board meetings. The Vice Chair serves as a backup to the Chair and is responsible for performing the duties of the Chair in the event the Chair is not present. Additionally, the Chair and Vice Chair meet with Parks and Community Services leadership staff quarterly to discuss and plan for future Park Board meetings. Additionally, the Chair or Vice Chair may be asked to speak at special park-related events such as groundbreakings, dedication ceremonies, or other similar events. Should the Chair be unable to complete his or her term, the Vice Chair will assume the position of Chair and an election will be held to fill the position of Vice Chair.

The Chair may be re-elected once to serve a maximum of two years. No such term restriction is applied to the position of Vice Chair.

In the past, staff have sought and received feedback from Park Board members about the skills and abilities needed in the next Chair and Vice Chair. The following were traits identified:

- Strong organizational skills
- Meeting facilitation skills
- Time management/keeping discussions on topic
- Finding a balance between ensuring everyone has a chance to speak yet ensuring discussions do not drag on unnecessarily
- Ability to interpret and understand the thoughts and feelings of other Board members

- Knowledge of department

Board members should consider the demands of the position in addition to the identified skills and abilities when evaluating nominees during this election procedure. Board members should think about who possesses these skills and abilities, and who would make a good Chair/Vice Chair.

The Chair will conduct the election process. During the election process, any Board member may nominate any other Board member, including themselves, for the position being elected. Nominations do not need to be seconded by another Board member; however, a nominee may decline the nomination if desired. Park Board does not have a rule governing how elections are conducted. As such, the board may conduct this election any way they like, as long as it is not a secret or anonymous ballot and is done in an open meeting. Staff recommend the process outlined below for elections.

1. The Chair begins the election procedure by calling for nominations for Vice Chair.
2. Once all nominations have been made, the Chair closes the nomination period and allows each nominee to speak toward their desire for the position.
3. Once each nominee (who has accepted the nomination) has been given the chance to speak, the Chair shall begin the voting procedure.
4. If multiple people are nominated, the election should be conducted via roll call vote, in which the Recording Secretary will call on each Board member to announce their vote. The Recording Secretary will repeat the vote to ensure accuracy.
 - a. The nominee with the most votes will be declared the winner.
 - b. In the event of a tie, the voting process will be repeated with the tied nominees until there is no longer a tie. The Chair may choose to provide another opportunity for the tied nominees to speak toward their desire for the position.
5. If only one person is nominated, the vote can be conducted via voice vote (all in favor/opposed), but the Chair can choose a roll call vote for simplicity.

The new Vice Chair will assume these positions following the adjournment of the Park Board meeting in which the election is conducted.



CITY OF KIRKLAND

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To: Park Board

From: Jason Filan, Parks Operations Manager
Mary Gardocki, Park Planning and Development Manager

Date: June 9, 2021

Subject: 2021 Active Amenities Update

RECOMMENDATION:

That Park Board receive background information about the Active Amenity Program. The Capital funding and process component, recent projects, and future opportunities.

BACKGROUND:

Each year the Parks and Community Services Department allocates resources for various projects in the Capital Improvement Program (CIP). Within the CIP, a portion of funding is dedicated to Park Play Areas and Accessibility Enhancements. This annual funding is dedicated to replacing amenities at the end of their useful life, renovating amenities to extend their life, and other similar opportunities to address the needs of the community. These projects help to ensure continued use and safety for public use and enjoyment. There is a budget and plan for each of the various amenities within the park system. Projects include the replacement of, or resurfacing of the following types of amenities out in the system:

- (30) Playground areas
- (12) Basketball courts
- (8) Tennis courts and (3) Pickleball courts
- (2) Sand Volleyball courts
- (1) Skate park

The lifespan of these amenities can range from 5 – 20 years. Usually, 5-6 years are realized with an investment in a sports court resurfacing while a playground renovation may last 20+ years. So much depends upon location, amount of use, and materials used. The sites are inspected and evaluated monthly through our safety inspection program. When the asset starts to reach the end of its useful life, staff begin planning renovations or replacements. Recent examples include the playground replacements at NKCC, Tot lot, Terrace, Highlands, and Everest's pickleball courts. In some cases, the renovation/replacement of park amenities is completed during the development of a park. Examples of this include the Juanita Beach Park playground and the upcoming 132nd Square Park improvements.

RECENT HIGHLIGHTS:

The year of the pandemic had its challenges, but staff were able to complete several projects. The following sites received renovations or are in the process of receiving them. Pictures of some of the completed/in-progress projects are included in **Attachment A**.

- Juanita Beach Park – New Playground
- North Kirkland Community Center – New Playground
- Totem Lake – New Playground Area (scheduled to open summer 2021)
- Windsor Vista Park – New play area site / Repurposed the old Juanita Beach playground
- OO Denny Park – New accessible walking pathways connecting picnic shelter and table

OPPORTUNITIES:

There are years when the funding cycle allows for some modest opportunities to expand or enhance our recreational offerings. Some of the historical projects include:

- Renovated a single tennis court into (3) pickleball courts at Everest Park
- Partnered with Volleyball USA to place professional sand at Juanita & Houghton
- Installed outdoor exercise equipment at Crestwoods Park

There are other types of recreational opportunities that could be considered. Some possibilities include the following:

- Outdoor ping pong tables
- Outdoor corn hole game
- Disc golf course
- Dog agility play features
- Hollow logs, boulders, or other natural play features
- Concrete checker/chess tables
- Themed trails

Parks and Community Services staff are continually receiving ideas and feedback from the Community about various recreational opportunities that patrons are interested in. Project ideas are evaluated and vetted by Staff with the lens of creating a balanced, inviting, accessible, and safe system that affords opportunity for all.

Attachment A



Juanita Beach Park's New All-Inclusive Playground



North Kirkland Community Center's New Playground



OO Denny Accessible Pathways



Windsor Vista Playground



Totem Lake Park Playground - Work in Progress