

**CITY OF ISSAQUAH  
Park Board**

7:00 PM  
March 27, 2023

**MINUTES**

Tibbetts Manor, 750 17th Ave  
NW, Issaquah

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board Members:*

Zach Szablewski, Chair  
Marlene Waxse (Excused Absence)  
Chris Kovac  
Andrew Eliquen  
David Liu  
Nicholas Lee (Virtual)  
Brenda Spears (Virtual)  
Katie Bell  
Tim Motely (Virtual)

*Administration/Staff:*

Jeff Watling, Parks & Community Services  
Director  
Hasanthi Piyasena, Department Operations  
Specialist  
Tisha Gieser, City Clerk  
Dan Hintz, Urban Forest Supervisor  
Rick Still, Park Operations Manager  
Jennifer Fink, Park Planner and Project  
Administrator (Virtual)

Danielle Wolfrom Githens, Alternate  
(Serving as Regular Member)  
Brad Book, Alternate (Virtual)  
Andrew Myers, Alternate (Excused  
Absence)

*Community Members/Guests:*

Shivani Gupta, Youth Representative

**CALL TO ORDER**

Chair Szablewski called the meeting to order at approx. 7:01 PM.  
Roll call was taken.

**APPROVAL OF MINUTES**

- a) Minutes of February 27, 2023  
There being no corrections, the minutes were approved as presented.
- b) Minutes of Special Meeting February 16, 2023  
There being no corrections, the minutes were approved as presented.

**PUBLIC COMMENTS - none**

**REGULAR BUSINESS**

- a) **Introduce Urban Forest Supervisor and Program, (I)**  
*Presented by:*  
*Jeff Watling, Director*  
*Rick Still, Park Operations Manager*

Jeff Watling, Parks and Community Services Director introduced new staff member, Dan Hintz as the Urban Forest Supervisor who will serve under Rick Still, the Park Operations Manager. Dan expanded on his new role and responsibilities within the Park Operations division, gave a brief synopsis of his background in ecological recovery work and expressed his eagerness to work with the Urban Forest ad-hoc committee within the Park Board.

- c) **Amendments to the Rules & Regulations re: Virtual Attendance Policy, (D, A)**  
*Presented by:*  
*Tisha Gieser, City Clerk*

Director Watling suggested moving this item up on the agenda and Chair and Board agreed. Tisha Geiser, City Clerk presented the proposed changes, based on previous feedback from the board, to the Rules and Regulations regarding virtual attendance policies. The changes keep the requirement for an in-person quorum but softens the need for notification/permission for attending a meeting virtually. The board asked questions about the logistics of managing in-person quorum and the communication required, and how a meeting could progress if in-person quorum is not met.

Before action, [correction] 1 regular member was absent so 1 Alternate served as regular member.

Following the discussion, Githens offered specific language edits for the document and the board went through each edit and took action as follows:

Section 1, paragraph 2: numerous suggested revisions were offered, objected to, and discussed.

Chair Szablewski motioned to vote on the final iteration, Kovac seconded.

The motion passed with 7 votes, (the second Alternate voted in agreement)

Section 6, paragraph 1: suggested revision to swap 3<sup>rd</sup> and 4<sup>th</sup> sentences to clarify the *requirement* referenced to in the 2<sup>nd</sup> sentence.

Chair Szablewski motioned, Lui seconded. No objections, change carried.

City Clerk Geiser clarified that the Alternate Member section will be updated to be Article III, Section 7 in the updated version.

Current Section 6: Alternate Members, paragraph 2: suggested revision to add additional clarifying language

Szablewski seconded. No objections, change carried.

Further discussion from the board included clarification of quorum logistics, final review of “cleaned-up” document prior to adoption, concerns over emphasis of in-person for volunteers, questions around waiting to adopt or broad consensus to vote.

Lui motioned to amend the Park Board Rules & Regulations, incorporating the above changes, Bell Seconded.

Virtual board members reviewed final version of document prior to voting.

8 yes, 1 abstain (Lee) (second Alternate supported with a “yes” vote). The motion carried.

**b) 6-year CIP Update, (I, D)**

*Presented by:*

*Jeff Watling, Director*

Director Watling gave an overview of the capital improvement plan process, how it relates to funding and resources and presented the Parks and Trails framing of capital projects and capital programs in the current draft 6-year CIP. Board raised questions about revenue, projected budget ranges, the 2024 park strategic plan dates, clarification on capital programs fund allocations to support on-going maintenance, how prioritization is done within the CIP, accessibility/inclusivity of the ranking mechanisms, how the board can follow changes to the draft as it moves through the council process and how to advocate for projects.

**REPORTS**

- a) Chairperson's Report – Chair Szablewski mentioned planned improvements at Lake Sammamish State Park, the Sustainability Fair (4/16) at Pickering Barn, the Farm Fresh Market at the Historic Shell Station (Sat, 3/25 – 4/29), and the Central Issaquah Community Listening Session (3/30).

- b) Youth Representative's Report – Youth Rep, Shivani Gupta mentioned they are near the end of their year for events but still have Dodgeball and Donuts (5/19), Harry Potter Night (3/31) and Issy Kids Triathlon (6/4) and welcomed volunteers for the triathlon.
  
- c) Director's Report – Director Watling reviewed progress on ARPA projects and community outreach on the Pedestrian Park and Senior Center Plaza projects, continued meetings with the Issaquah History Museum and King County Historic Preservation Program staff regarding the Ek House and the structural assessment including further conversations with the ad-hoc and likely full board update in April. Watling also mentioned the Park Strategic Plan contract and timeline, other ad-hoc committee timelines and selection of a design firm for the Dog Park

#### **OTHER BUSINESS / ANNOUNCEMENTS**

Book raised questions about the Master Plan and work being done on the Ek House to make sure it is in alignment with the Mater Plan. Staff answered that the plans are within the master plan in re-use of the house and further revision of the Master Plan is not anticipated at this time.

#### **ADJOURNMENT**

The meeting was adjourned at 8:53pm.

The next meeting is currently scheduled for April 24, 2023.