Meeting of the Board of Commissioners

TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, President of the Board
Kathy Hougardy, Clerk of the Board

Board Members: **Joe Duffie** **Dennis Robertson** **Allan Ekberg** **De'Sean Quinn** **Kate Kruller**

Monday, February 13, 2012, 6:00 PM
Tukwila City Hall Council Chambers

Resolution #9

1. CALL TO ORDER		
2. CITIZEN COMMENTS		
3. BUSINESS ITEMS	a. Approval of minutes: 1/9/12	
	b. A resolution establishing a Metropolitan Park District change fund level for its pool operations.	**Pg.1**
	c. Authorize the Board President to sign an addendum to the Interlocal Agreement with the City of Tukwila for support services.	**Pg.5**
	d. Citizens Pool Advisory Committee:	
	(1) Confirmation of appointments to the Citizens Pool Advisory Committee: • Confirm the appointment of Jeri Frangello-Anderson to Position #1, with a term expiring 12/31/2013. • Confirm the appointment of Vanessa Zaputil to Position #2, with a term expiring 12/31/2013. • Confirm the appointment of Bryan Nelson to Position #3, with a term expiring 12/31/2014. • Confirm the appointment of David Puki to Position #4, with a term expiring 12/31/2014. • Confirm the appointment of Vida Verdier to Position #5, with a term expiring 12/31/2014.	**Pg.15**
	(2) Discussion regarding a Metropolitan Park District Commissioner as an ad hoc member of the Citizens Pool Advisory Committee.	**Pg17/18**
	(3) Direction from the Board regarding priorities for the Citizens Pool Advisory Committee.	**Pg17/18**
	e. 2011 Tukwila Pool operations statistical review.	**Pg.27**
	f. 2011 Tukwila Pool budget review.	**Pg.39**
4. REPORTS	a. Commissioners: Voucher report	
	b. Staff: 2012 Pool Fee Schedule Next meeting is March 12, 2012.	**Pg.41**
5. MISCELLANEOUS		
6. ADJOURNMENT		

Tukwila City Hall is wheelchair accessible.

Reasonable accommodations are available at public hearings with advance notice to the City Clerk's Office (206-433-1800 or tukclerk@tukwilawa.gov). This notice is available at www.tukwilawa.gov, and in alternate formats with advance notice for those with disabilities.

Tukwila Metropolitan Park District Board meetings are audio taped.

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: **Peggy McCarthy, Interim Finance Director**

DATE: **February 6, 2012**

SUBJECT: **Establishment of a $150.00 Change Fund Level for the Metropolitan Park District (District) Pool**

ISSUE

Establish a $150.00 change fund at the pool to facilitate making change for cash transactions.

FINANCIAL IMPACT

Currency totaling $150.00 for the change fund will be paid for from the District's proportionate share of the City's checking account (City and District funds are pooled into one checking account).

BACKGROUND

The City of Tukwila Recreation department had established a $150.00 change fund at the pool before the pool became part of the District. This change fund is currently being used by the pool. Since the change fund was not included in the resolution transferring pool assets from the City to the District, the funds must be returned to the City.

DISCUSSION

Upon approval of the attached draft resolution, the District will establish its own change fund; the City's funds will be returned to the City.

RECOMMENDATION

The Board is being asked to approve a resolution establishing a $150.00 change fund at the District pool at the MPD Board Meeting of February 13, 2012.

ATTACHMENT

Resolution

Tukwila Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT ESTABLISHING A METROPOLITAN PARK DISTRICT CHANGE FUND LEVEL FOR ITS POOL OPERATIONS.

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District (MPD) has recognized the need to implement and utilize a change fund for its pool operations; and

WHEREAS, there is a need to establish a change fund level in the amount of $150.00 for the operational efficiency associated with daily cashiering functions and for continued optimal customer service in the processing of cash transactions;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

The Change Fund level is hereby set as follows:

MPD Pool	Metropolitan Park District Fund 630	$150.00

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2012.

ATTEST/AUTHENTICATED:

_____ _____

Kathy Hougardy, Clerk of the Board *Verna Seal, President, Board of Commissioners*

APPROVED AS TO FORM BY:

Filed with the Clerk:_____
Passed by the Commission:_____
Resolution Number:_____

_____

Lisa M. Marshall, Commission Attorney

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: **Peggy McCarthy, Interim Finance Director**

DATE: **December 7, 2011**

SUBJECT: **Addendum to the Interlocal Agreement For Support Services Between the City of Tukwila and the Tukwila Pool Metropolitan Park District (District)**

ISSUE

Amend the interlocal agreement (ILA) to clearly state that the salaries and benefits of the pool staff and management (the Aquatics Coordinator, Aquatics Specialist and Extra Labor) are:

- not a part of the interlocal agreement,
- charged to the District separately, and
- not included in City of Tukwila support service costs subject to the $7,500 per month maximum fee.

FINANCIAL IMPACT

Adoption of the addendum has no financial impact on the District.

BACKGROUND

The current ILA includes "Pool staff and management" in Section II Item 2.1 D. 4. Because of this, it appears the pool staff salaries and benefits are included in, and subject to, the maximum fee clause in Section II item 3.3.1 which states, "The services provided under this agreement shall not exceed $7,500.00 per month."

DISCUSSION

The annual 2011 budget for pool staff and management salaries and benefits was $106,174 (representing 3 ½ months of operation) and is $325,375 for 2012. Based on the adopted budgets for 2011 and 2012 which show these costs as separate line items independent of the ILA costs, and based on the magnitude of these costs, it appears the Board intended to exclude them from the interlocal agreement and to have them paid separately.

RECOMMENDATION

The Board is being asked to approve an addendum to the interlocal agreement with the City of Tukwila. The Tukwila City Council will be asked to consider and approve the addendum at the February 21st Regular meeting, possibly through the consent agenda process.

ATTACHMENTS

Addendum to Interlocal
Original Interlocal Agreement

ADDENDUM NO. 2

ADDENDUM TO INTERLOCAL AGREEMENT FOR SUPPORT SERVICES BETWEEN THE CITY OF TUKWILA AND THE TUKWILA POOL METROPOLITAN PARK DISTRICT

THIS ADDENDUM is made and entered into this _____ day of _____, 2012, by and between the City of Tukwila and the Tukwila Pool Metropolitan Park District, both of whom are Washington municipal corporations, in accordance with the Interlocal Cooperation Act (RCW 39.34).

REVISION TO SECTION II Item 2.1.D.4: That Item 2.1.D.4 "Pool staff and management" is amended to read as follows:

Pool staff and management. The cost of pool staff and management salaries and benefits are not included in this agreement. The cost of pool staff and management salaries and benefits shall be billed separately to the TPMPD. The positions of Aquatics Program Coordinator, Aquatics Program Specialist and Extra Labor comprise pool staff and management.

REVISION TO SECTION II Item 3.1: That Item 3.1 "Cost Basis" is amended to read as follows:

Cost Basis. TPMPD shall pay Tukwila for providing support services based on the hourly wages and benefits of City staff and their time spent providing support services, plus 10% for overhead expenses. The amount paid by the TPMPD for these services shall not exceed $7500.00 per month. The cost of pool staff and management salaries and benefits shall not be included in the calculation of costs under this agreement and such costs do not apply towards the $7500.00 per month maximum support services cost outlined herein. The costs of pool staff and management, including salaries and benefits, shall be billed separately to the TPMPD independent of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed.

CITY OF TUKWILA	TUKWILA POOL METROPOLITAN PARK DISTRICT:
By:_____	By:_____
Jim Haggerton, Mayor	Verna Seal, Board President

Dated:_____

Attest:

_____
Christy O'Flaherty, CMC, City Clerk

Approved as to Form:

_____
Shelley M. Kerslake, City Attorney

Dated:_____

Attest:

_____
Kathy Hougardy, Clerk of the Board

Approved as to Form:

_____
Lisa M. Marshall, Attorney for TPMPD

INTERLOCAL AGREEMENT FOR SUPPORT SERVICES BETWEEN THE CITY OF TUKWILA AND THE TUKWILA POOL METROPOLITAN PARK DISTRICT

In accordance with the Interlocal Cooperation Act (RCW 39.34), the City of Tukwila ("Tukwila") and the Tukwila Pool Metropolitan Park District ("TPMPD"), both of whom are Washington municipal corporations, hereby enter into the following agreement:

I. RECITALS

Tukwila and TPMPD, through their respective legislative bodies, have declared their intent to create a relationship whereby TPMPD contracts for support services from Tukwila; and

Tukwila and TPMPD recognize that the cost savings from shared support services greatly outweighs the increased facility and administrative expenses in creating and maintaining separate facilities and accounting practices associated with the operation of the City of Tukwila Pool and related services;

Now, Therefore, Tukwila agrees to provide, and TPMPD agrees to pay for, support services to facilitate the operation of TPMPD and the City of Tukwila Pool:

II. AGREEMENT

1. Term of Agreement and Renewal.

   1.1 Term. This Agreement shall be valid from the Effective Date set forth in Section 4.1 of this Agreement until January 15, 2012.

   1.2 Renewal. This Agreement may be renewed only by written agreement of both Parties.

2. Scope of Work.

   2.1 Duties shall be performed primarily by the incumbent identified by job title, however, the City Administrator may delegate responsibilities based on staff availability and organizational needs. Tukwila shall perform the following duties for TPMPD:

   A. Administrative Services performed by the City Clerk:

   1. Production of minutes for TPMPD meetings;

   2. Collect agenda items, prepare agendas, and prepare meeting packets and agenda items;

   3. Prepare meeting rooms;

2nd of 2 originals

4. Notice meetings; and

5. Organize and maintain District records and files according to state archive requirements.

B. Information and Technology Services:

1. Consult with the TPMPD Board of Commissioners on TPMPD website design and creation, including e-mail capability;

2. Build TPMPD website;

3. Maintain and post documents, and update TPMPD's website; and

4. Provide support of computers, telephones, cell phones, printers, copiers, fax machines used by the TPMPD.

C. Finance:

1. Prepare annual report to the State Auditor's Office;

2. Support State Auditor's Office with annual audit;

3. Maintain records and prepare reports, such as monthly expense and revenue reports;

4. Provide general accounting services, monthly reports to the Board on the status of TPMPD funds;

5. Provide semi-monthly payroll processing, file any necessary monthly, quarterly and/or annual payroll reports and returns;

6. Provide Accounts Payable services, payment of invoices and Purchasing Card administration; and

7. Provide risk management administration.

D. Parks and Recreation:

1. Project Management Support;

2. Maintenance of exterior pool grounds/landscaping;

3. Janitorial services; and

4. Pool staff and management.

E. Human Resources:

1. Recruitment of TPMPD employees;

2. Maintenance of employee records; and

3. Benefit administration.

3. Cost of Support Services and Payment.

3.1 Cost Basis. TPMPD shall pay Tukwila for providing support services based on the hourly wages and benefits of City staff and their time spent providing support services, plus 10% for overhead expenses. The services provided under this agreement shall not exceed $7,500.00 per month.

3.2 Monthly Invoice. Tukwila shall provide to TPMPD a monthly invoice for support services provided to TPMPD no later than 15 business days after the end of each month. Payment shall be due from TPMPD 30 days from the date of invoice and made payable to the City of Tukwila.

3.3. Transfer of Tukwila Pool Assets. Due to the formation of the TPMPD, Tukwila no longer is in need of the assets associated with the Tukwila Pool. For the consideration of $100.00 Tukwila will transfer the assets listed on Exhibit A. to the TPMPD.

4. General Provisions.

4.1 Effective Date. This Agreement shall be effective upon ratification by each Party's governing body and execution by TPMPD's Board President and the Mayor of Tukwila.

4.2 Amendment. This Agreement may be amended only upon the consent of both Parties. Any amendments shall be in writing and shall be ratified and executed by the Parties in the same manner in which this Agreement was originally adopted.

4.3 Waiver. The waiver by any party of any breach of any term, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same term, covenant, or condition of this Agreement.

4.4 Severability. If any provision of this Agreement shall be held invalid, the remainder of the Agreement shall not be affected thereby.

4.5 Entire Agreement. This Agreement represents the entire understanding of the Parties and supersedes any oral representations that are inconsistent with or modify its terms and conditions.

4.6 Counterparts. This Agreement shall be effective whether signed by all Parties on the same document or signed in counterparts.

4.7 Notices. Any notice to be provided under the terms of this Agreement, shall be delivered by certified mail, return receipt requested, or by personal service to the following:

For Tukwila:

Christy O'Flaherty
City Clerk
City of Tukwila
6200 Southcenter Blvd.
Tukwila, WA 98188

For TPMPD:

Allan Ekberg
President
TPMPD
6200 Southcenter Blvd.
Tukwila, WA 98188

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

CITY OF TUKWILA

By: Jim Haggerton
Jim Haggerton, Mayor

Dated: September 14, 2011

Attest:

Melissa Hart, Acting
Christy O'Flaherty, City Clerk

Approved as to Form:

Shelley M. Kerslake, City Attorney

TUKWILA POOL METROPOLITAN PARK DISTRICT

By: Allan Ekberg
Title: Board President

Dated: September 12, 2011

Attest:

Title: Clerk of the Board

Approved as to Form:

Lisa M. Marshall, Attorney for TPMPD

Attachment: Exhibit A

EXHIBIT A

TUKWILA POOL ASSETS

purchase date	asset_type	asset_desc	Years of Dep	original_cost	Accumulated Depreciation thru 12/31/2010	Book Value as of 12/31/2010
12/31/2003	bldg	Tukwila City Pool	7	2,180,200.00	292,628.00	1,887,572.00
12/31/2003	non-bldgim	Tukwila City Pool	7	9,593.00	4,480.00	5,113.00
12/31/2004	bldg	Tukwila City Pool - 2004 addition to GFA-3.17	6	98,762.00	11,850.00	86,912.00
12/31/2005	machequip	Artwork: Tukwila Pool Mural Project	0	5,440.00	-	5,440.00
12/31/2005	bldg	Tukwila City Pool - 2005 addition to GFA-3.17 *(301 Fund)*	5	51,952.94	5,195.29	46,757.65
12/31/2005	bldg	Tukwila City Pool: Diving Board *(301 Fund)*	5	8,170.12	4,085.06	4,085.06
12/31/2005	bldg	Tukwila City Pool: Heat Exchanger *(301 Fund)*	5	9,868.85	4,934.43	4,934.43
12/31/2005	bldg	Tukwila City Pool: Mechanical Room Doors *(301 Fund)*	5	6,177.43	2,059.14	4,118.29
12/31/2005	bldg	Tukwila City Pool: 2005 additions to GFA-3.17 *(301 Fund)*	5	9,730.00	4,865.00	4,865.00
12/31/2005	bldg	Tukwila City Pool: 2005 additions to GFA-3.17 *(301 Fund)*	5	7,390.00	739.00	6,651.00
12/31/2006	bldg	Tukwila City Pool: 2006 HVAC & Painting Imps. *(301 Fund)*	4	8,964.00	2,390.40	6,573.60
				$ 2,396,248.34	$ 333,226.32	$ 2,063,022.02

ADDENDUM NO. 1

ADDENDUM TO INTERLOCAL AGREEMENT FOR SUPPORT SERVICES BETWEEN THE CITY OF TUKWILA AND THE TUKWILA POOL METROPOLITAN PARK DISTRICT

THIS ADDENDUM is made and entered into this 21ST day of November, 2011, by and between the City of Tukwila and the Tukwila Pool Metropolitan Park District, both of whom are Washington municipal corporations, in accordance with the Interlocal Cooperation Act (RCW 39.34).

ITEM ONE REVISION TO SECTION II AGREEMENT: That Item 1.1. "Term" is amended to read as follows:

1. Term of Agreement and Renewal.

1.1 Term. This Agreement shall be valid until **January 15, 2013**.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

CITY OF TUKWILA

By: Jim Haggerton
Jim Haggerton, Mayor

Dated: 11-21-11

Attest:

Christy O'Flaherty
Christy O'Flaherty, CMC, City Clerk

Approved as to Form:

Shelley M. Kerslake, City Attorney

TUKWILA POOL METROPOLITAN PARK DISTRICT

By: Allan Ekberg
Allan Ekberg Board President

Dated: 11-21-11

Attest:

Verna Seal, Clerk of the Board

Approved as to Form:

Lisa M. Marshall, Attorney for TPMPD

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: **Rick Still, Parks and Recreation Director**

DATE: **February 8, 2012**

SUBJECT: **Citizens Pool Advisory Committee**

ISSUE

Formation of the Citizens Pool Advisory Committee

FINANCIAL IMPACT

No Financial Impact.

BACKGROUND

This memo is a progress update regarding the formation of the Citizens Pool Advisory Committee. A total of eight applications were received and reviewed. After review it was determined that all eight candidates would be interviewed; interviews occurred on Wednesday, February 1, 2012 and Saturday, February 4, 2012. Throughout the review and interview process it was apparent that we had a strong group of applicants. Each applicant brought unique strengths, and experiences along with a sincere interest in serving Tukwila and the pool.

DISCUSSION

1. **Confirmation of Appointments: After careful evaluation and consideration the Board President is making the following appointments and seeks the Boards confirmation:**

    a. Confirm the appointment of Jeri Frangello-Anderson to Position #1 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2013.

    b. Confirm the appointment of Vanessa Zaputil to Position #2 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2013.

    c. Confirm the appointment of Bryan Nelson to Position #3 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2014.

    d. Confirm the appointment of David Puki to Position #4 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2014.

    e. Confirm the appointment of Vida Verdier to Position #5 on the Citizens Pool Advisory Committee, with a term expiring 12/31/2014.

Recommendation #1: Confirm the above appointments.

2. **Discussion regarding a Metropolitan Park District Commissioner as an Ad-Hoc member of CPAC.** A non-voting liaison representing the Board may be an automatic representation from established Commissioner positions such as, past president, current president, current clerk or from any interested Commissioners. Availability of the Ad-Hoc Board member to attend the CPAC meetings is very crucial. This was discussed as an issue at the last Board meeting while considering who should be the Ad-Hoc member. The day of the month and time of day has not been established for the CPAC regularly meeting time. This is one of the items listed in the "charge of duties" below that should be taken care of at the CPAC's first meeting.

   Recommendation #2: Consideration of the Ad-Hoc member appointment from the Board after the CPAC regular meeting time is established.

3. **Direction from Board regarding priorities for the CPAC.** In addition to confirming the above appointments, the Board may choose to provide direction or a "charge" to the Committee as it becomes established. As outlined in MPD Resolution Number 8 (Attachment A), it is desired to have ongoing involvement and participation of community members as an essential component toward achieving the goals of the District. The resolution sets forth expectations and duties of the committee which is specifically outlined in sections three through seven as follows:

   Section 3. Bylaws. The Citizens Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business (of the Committee), and a majority of the Committee shall constitute a quorum for the transaction of business.

   Section 4. Officers. Members of the Citizens Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

   Section 5. Meetings. The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

   Section 6. Annual Report. The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

   Section 7. Purpose. The Citizens Pool Advisory Committee will:
   1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
   2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.
   3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.
   4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.
   5. Promote pool gift giving, including setting stands for such gifts.
   6. Render any other advice and assistance related to aquatics services.

Recommendation #3: It is recommended that the Board assist the Committee by suggesting the first order of business as follows:

1. Determine officers
2. Set a meeting schedule
3. Develop and adopt bylaws

Additionally, it is recommended the Board discuss the Adopted 2012 Draft Long-term Agenda (Attachment B) to determine the CPAC 2012 priority list. Below is a list of business items that the Board adopted as a work plan for 2012. The Board may wish the CPAC to be involved in all of these items in the same sequence. A draft memo (Attachment C) has been developed for the Board to provide the CPAC direction with a Charge of Duties.

1. Review and discuss Pool Rental policy
2. Review and Comment on the Energy Service Plan
3. Research and Review Contracted Services
4. Review City Services and Contract
5. Review and give feedback on 2013 Budget
6. Review 2013 Programs and Fees
7. Perform outreach and relationship development Tukwila School District
8. Develop Marketing and Promotions campaign for the pool re-opening

ATTACHMENTS

A. Resolution Number 8
B. 2012 Long-Term Agenda
C. Draft Memo to CPAC

Tukwila Metropolitan Park District

Resolution No. 8

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AUTHORIZING THE CREATION OF THE TUKWILA METROPOLITAN PARK DISTRICT CITIZENS POOL ADVISORY COMMITTEE.

WHEREAS, the citizens of Tukwila voted in August 2011 to create the Tukwila Metropolitan Park District by 63% approval; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires the on-going involvement and participation of community members as an essential component toward achieving the goals of the District; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners has determined that a Citizens Pool Advisory Committee is necessary and pertinent for the future success of the Tukwila Metropolitan Park District (TMPD); and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires to solicit advice and recommendations from the Citizens Pool Advisory Committee regarding policy, budget and operations; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners and the members of the Citizens Pool Advisory Committee, by the creation of the Committee herein, recognize that the Committee shall serve in an advisory capacity and, while the Commission shall thoroughly consider the recommendations of the Committee, the Commission is not required to implement them;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Citizens Pool Advisory Committee Established. The Tukwila Metropolitan Park District Citizens Pool Advisory Committee is hereby established and will consist of five members selected from citizens and/or Tukwila business owners who shall be appointed by the Tukwila Metropolitan Park District Board of Commissioners, subject to confirmation by a majority vote of the Board. No more than 2 members shall be non-residents. A formal process of selection shall include application to and review by the Board of Commissioners President. Appointments shall be made for the position and shall be selected without respect to political affiliations, race or sex. One Board Commissioner may be appointed as a non-voting liaison to the Citizens Pool Advisory Committee.

Section 2. Appointment Terms. Members of the Citizens Pool Advisory Committee shall serve a two-year term of appointment. Initial terms will include two one-year appointments and three two-year appointments, and all terms thereafter shall be two-year appointments. All appointments will expire December 31st of the last year of the term. If an appointment becomes vacated, the expiration of the term of the appointment shall be to fill only the expired position of such term. Vacancies shall be filled for unexpired terms as soon as possible. Staffing shall be provided as directed by the Tukwila Metropolitan Park District President and in cooperation with the Mayor's Office.

Section 3. Bylaws. The Citizens Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business, and a majority of the Committee shall constitute a quorum for the transaction of business.

Section 4. Officers. Members of the Citizens Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

Section 5. Meetings. The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

Section 6. Annual Report. The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

Section 7. Purpose. The Citizens Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.

2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.

3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.

4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.

5. Promote pool gift giving, including setting standards for such gifts.

6. Render any other advice and assistance related to aquatics services.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this 12th day of December, 2011.

ATTEST/AUTHENTICATED:

Verna Seal, Clerk of the Board Commissioners

Allan Ekberg, President, Board of

APPROVED AS TO FORM BY:

Lisa M. Marshall, Commission Attorney

Filed with the Clerk: 12/7/11
Passed by the Commission: 12.12.11
Resolution Number: 8

Attachment B

Tukwila Metropolitan Park District
2012 Draft Long-Term Agenda

Board Adopted 1-9-12

January 9
Overview ESPC Program/Sign Interagency Agreement (IAA) with DES (memo)
Approve McKinstry as ESCO (memo)
Authorize ESPC program to proceed with IGA (memo)

18th – 25th CPAC Application Review / Interviews (who and when?)

February 13
CPAC member appointment/confirmation and "charge" by Board
2011 Operations Statistical Review
2011 Budget Review

March 12
2011 Pool program presentation
2011 CAFR presentation

April 9
Pre-Final Analysis Presentation – Energy Service Plan (ESP)
Rental policy review and discussion

May 14
Present Energy Service Plan (ESP) to Board (get authorization to move ahead with construction) and financing options
1/4ly Operations Statistical Review
1/4ly Budget Review

June 11
Contracted Services Research

July 9
City Services Contract review
Budget Direction

August 13
Contracted Services Presentation
1/4ly Operations Statistical Review
1/4ly Budget Review

September 10
Preliminary 2013 Program and Fees Review

October 8
Pre-Construction/Development Status/Projected Construction Timeline
Preliminary Budget

November 13
2013 Program and Fees Review
Construction Status Update/Project Timeline
1/4ly Operations Statistical Review
1/4ly Budget Review

December 10
Adopt 2013 Budget
Construction Status Update/Project Timeline

OTHER: Build relation w/ TSD, Marketing

DRAFT
2/8/11

Attachment C

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Citizen's Advisory Committee**

FROM: **MPD Board of Commissioners**

DATE: **February 8, 2012**

SUBJECT: **Citizens Pool Advisory Committee Formation 'Charge'**

DRAFT

ISSUE
Citizens Pool Advisory Committee Formation Charge of Duties

BACKGROUND
As referenced in MPD Resolution Number 8 (Attachment A) it is desired to have ongoing involvement and participation of community members as an essential component toward achieving the goals of the District. The resolution sets forth expectations and duties of the committee which is specifically outlined in sections three through seven as follows:

Section 3. Bylaws. The Citizens Pool Advisory Committee shall be empowered to created and adopt such bylaws as are necessary for the conduct of business (of the Committee), and a majority of the Committee shall constitute a quorum for the transaction of business.

Section 4. Officers. Members of the Citizens Pool Advisory Committee meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

Section 5. Meetings. The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

Section 6. Annual Report. The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

Section 7. Purpose. The Citizens Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.
3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.
4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.
5. Promote pool gift giving, including setting stands for such gifts.
6. Render any other advice and assistance related to aquatics services.

Attachment C

Tukwila Metropolitan Park District

DISCUSSION

The MPD Board of Commissioners is pleased to welcome the appointed members to the Citizens Pool Advisory Committee. To assist the Committee, and give direction(s) with the first order of business, the Commissioners have outlined recommendations below. As we move forward through 2012 the Board may wish to seek further assistance from the Committee.

DRAFT

RECOMMENDATION

It is recommended the Committee's first order of business as follows:

1. Determine officers
2. Set a meeting schedule
3. Develop and adopt bylaws

Additionally, it is suggested the Committee review the adopted 2012 Long-term Agenda (Attachment B) as specific issues in 2012 may include:

1. Review and discuss Pool Rental policy
2. Review and Comment on the Energy Service Plan
3. Research and Review Contracted Services
4. Review City Services and Contract
5. Review and give feedback on 2013 Budget
6. Review 2013 Programs and Fees
7. Perform outreach and relationship development Tukwila School District
8. Develop Marketing and Promotions campaign for the pool re-opening

ATTACHMENTS

A. MPD Resolution Number 8
B. 2012 Long Term Agenda

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: **Rick Still, Parks and Recreation Director**

DATE: **February 8, 2012**

SUBJECT: **2011 Tukwila Pool Year End Statistical Report**

ISSUE

2011 Year End Statistical Review of the attendance and related revenue for the Tukwila Pool.

FINANCIAL IMPACT

None. Summary Information.

BACKGROUND

The Tukwila Pool has been a division of the City of Tukwila's Parks and Recreation Department since 2003. The 2009 Tukwila Pool "annual report" information was included in the first Parks and Recreation Annual Report presented to the City Council in 2010.

The attached 2011 Tukwila Pool Year End Statistical Report presents a breakdown in pool users by total Attendance, Pass Sales and one time visits (or Drop Ins); a revenue breakdown by major categories and trends related to a historical perspective regarding revenue; and the Focus for 2012.

DISCUSSION

The 2011 Tukwila Pool Year End Statistical Report is a summary of data collected on a monthly basis. The 2012 user numbers and corresponding revenue will be provided to the Board in quarterly reports throughout the year.

RECOMMENDATION

Information Only.

ATTACHMENT

2011 Tukwila Pool Year End Statistical Report

2011 Tukwila Pool Year End Statistical Report

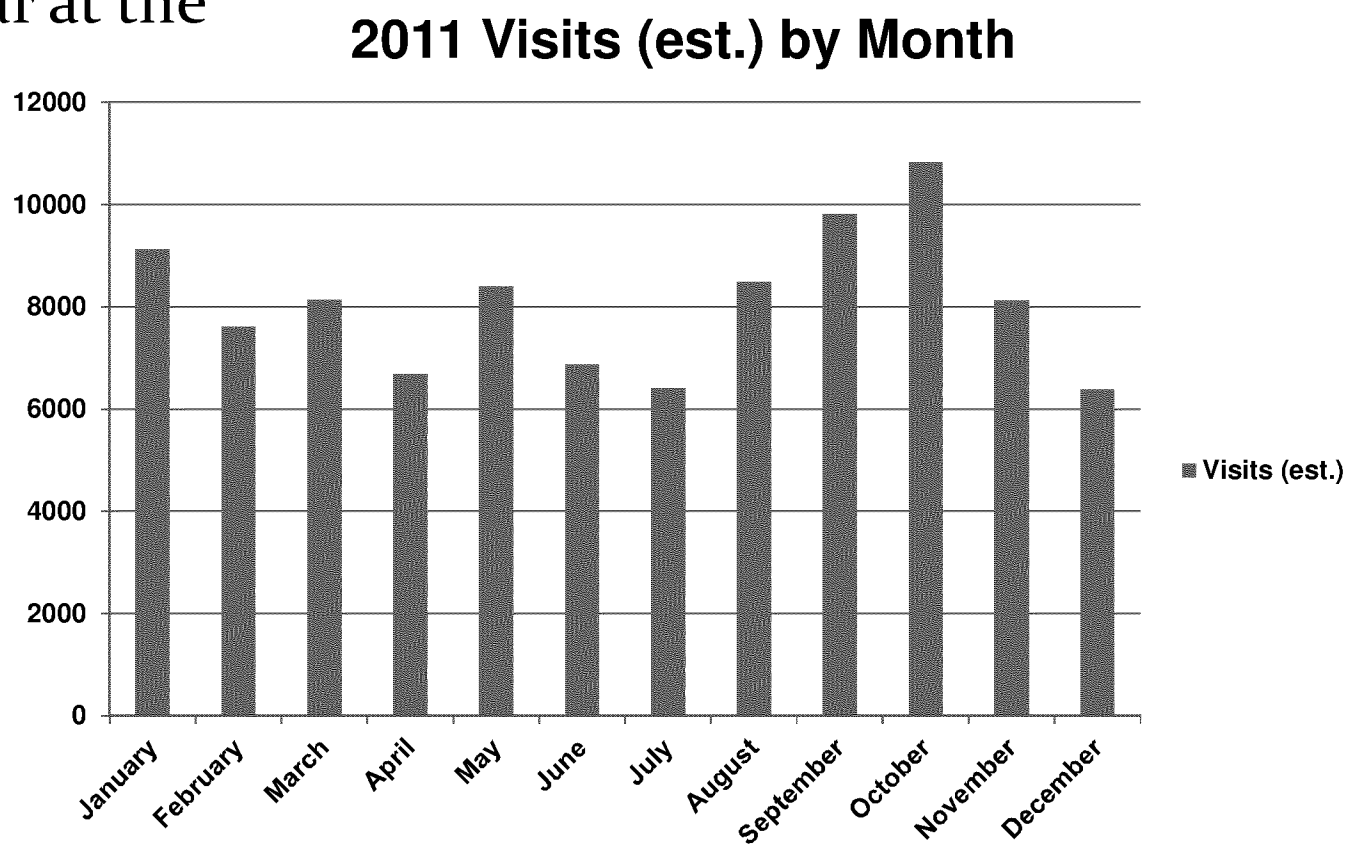
City of Tukwila

and

Tukwila Metropolitan Park District

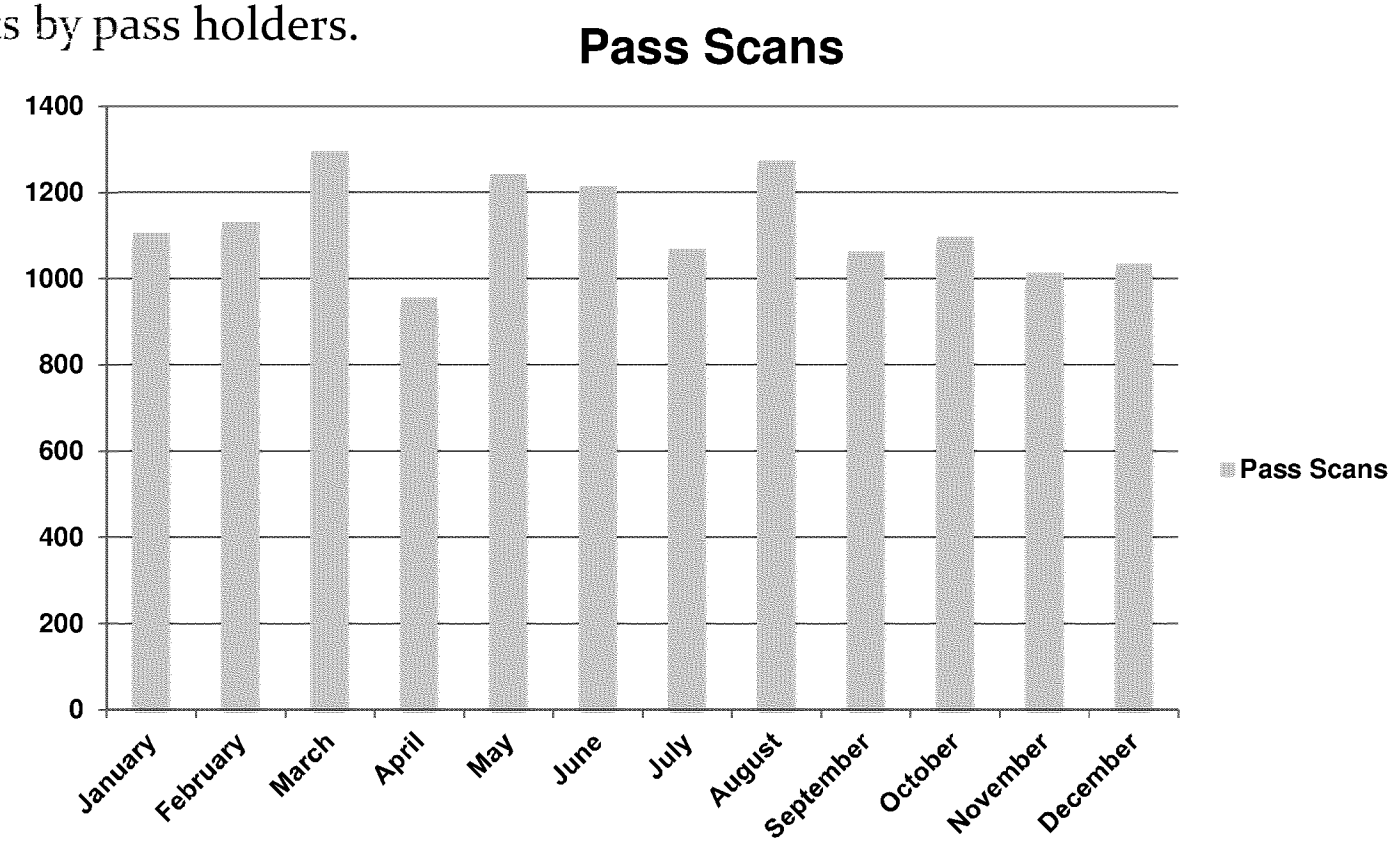
Attendance

In 2011, the Tukwila Pool had an estimated 97,000 "splashes" occur at the pool.



Passes

Pass Sales totaled $33,476 equaling nearly 700 pass sales that resulted in 13,504 visits by pass holders.



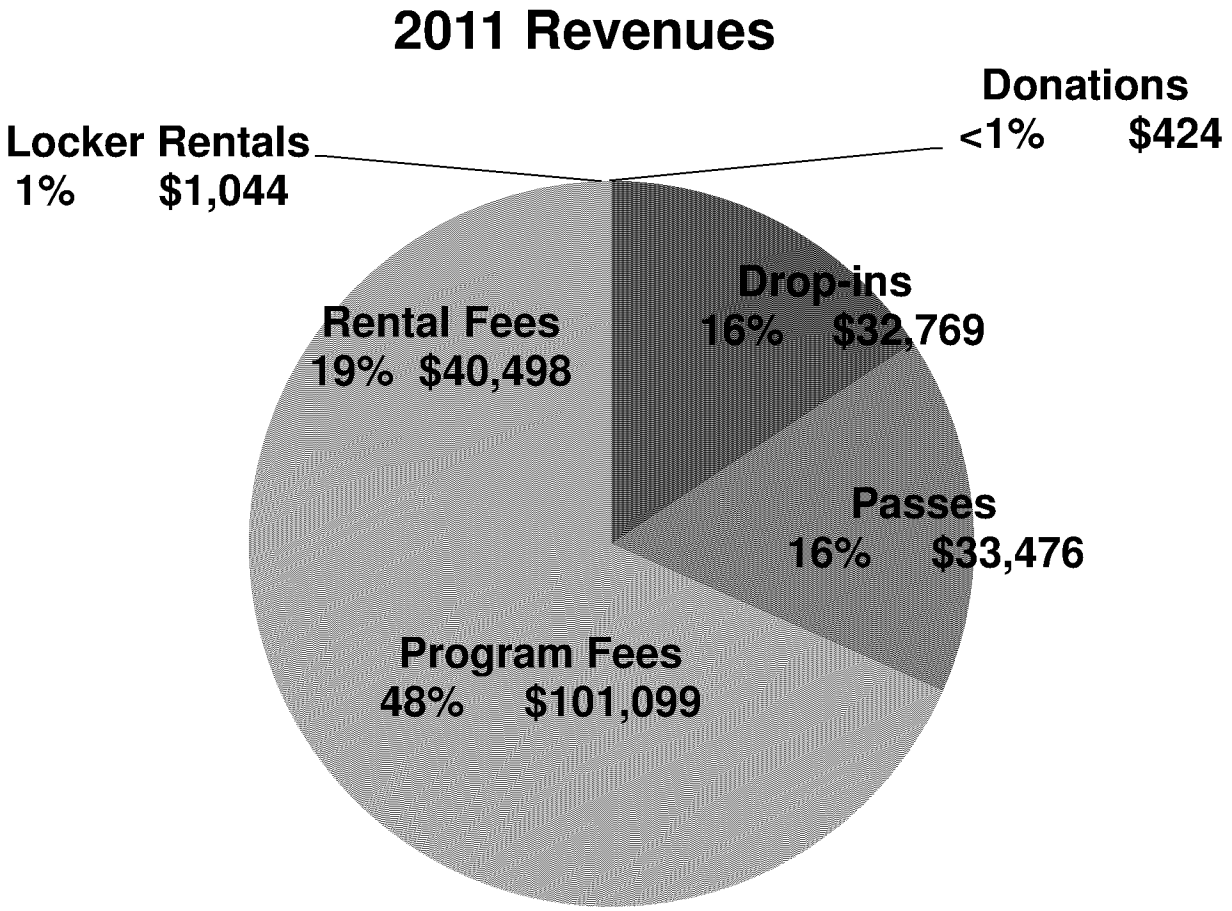
One Time Visits

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual Total
Drop-ins ($)	$7,800	$8,670	$11,049	$5,058	$32,583
Drop-ins (#)	2,257	2,586	3,336	1,492	9,671
H2OX Drop-ins ($)	$459	$383	$635	$182	$1659
H2OX Drop-ins (#)	83	69	113	33	298

Staff encourages Pass Sales to know who customers are, reduce transactions and paperwork, and to have the ability to direct market to them.

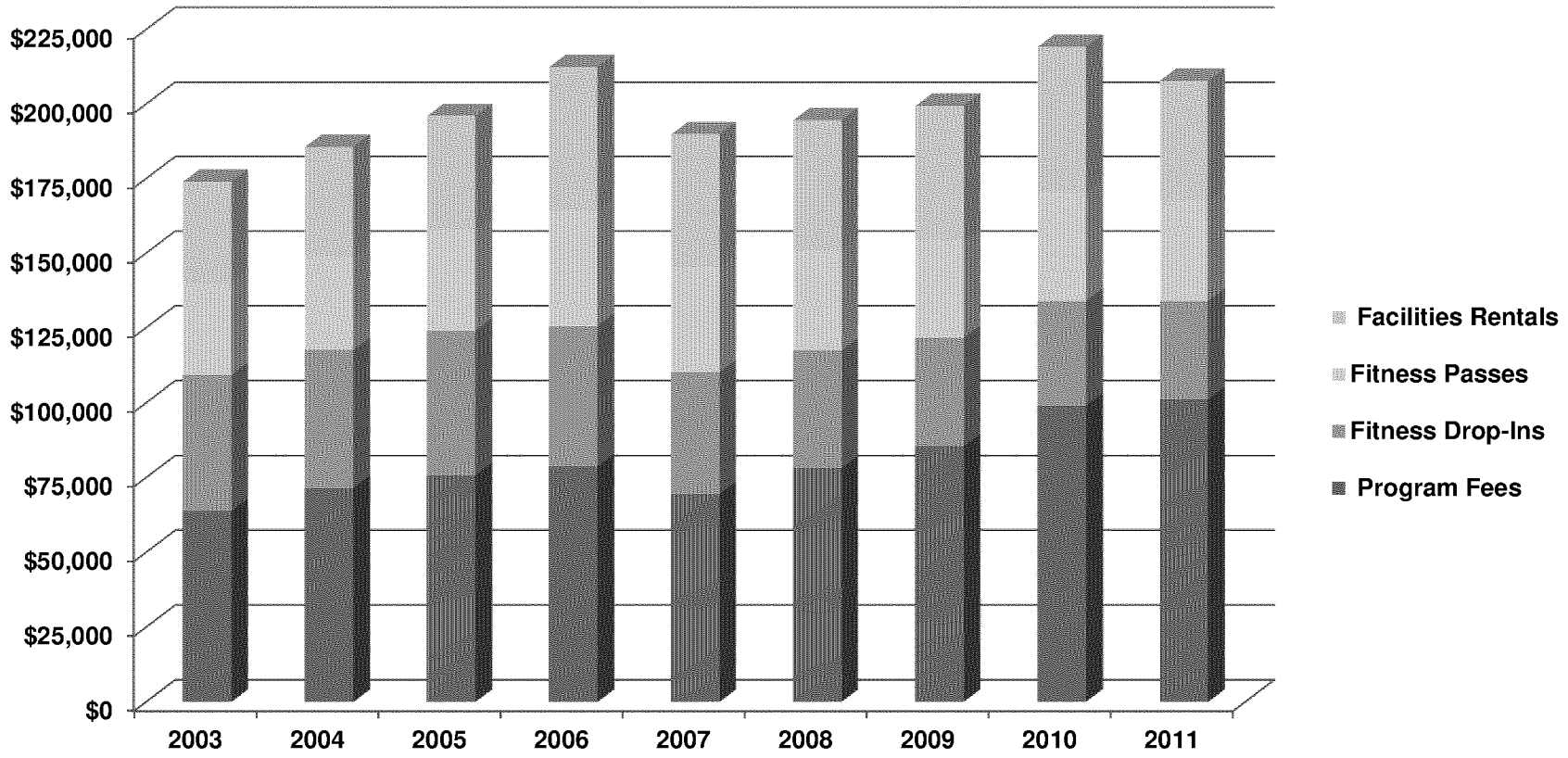
There is a reduced per visit cost when purchasing a pass, however, nearly 10,000 "splashes" or visits in 2011 were still Drop In customers. Many Drop Ins are regular attenders who choose not to purchase a pass.

Revenue Breakdown

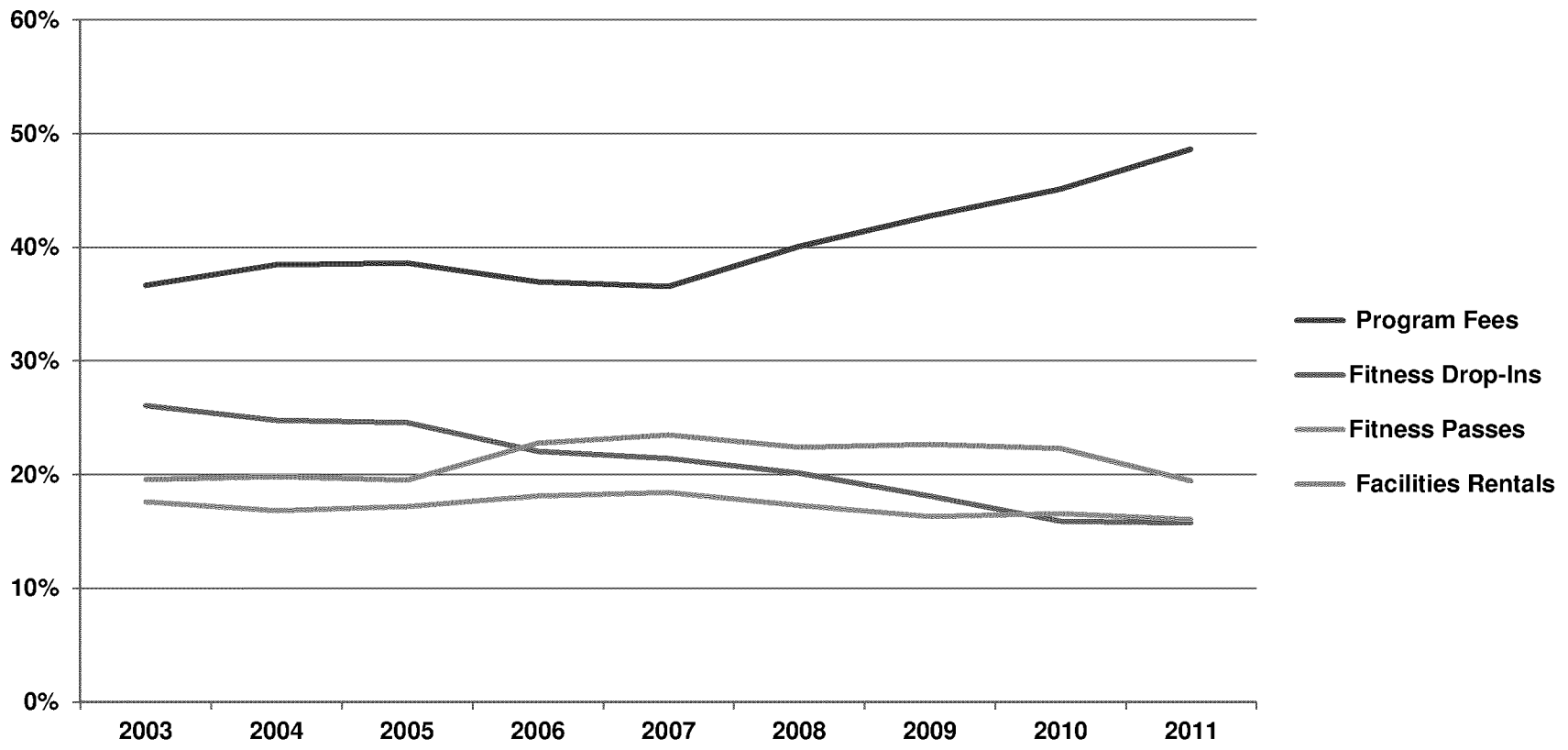


Trends

Tukwila Pool Revenue 2003-2011



Trends continued



Focus for 2012

- Implement the Capital Improvement Plan through the ESCO process. This will be very beneficial for the efficiency and longevity of the pool.
- Create and implement a marketing campaign for the “new” pool opening.
- Increase efforts to work with the School District to develop a mutually beneficial relationship: swim lessons as a PE unit, boys and girls swim teams, and participation in pool special events.

Focus for 2012 continued

- Work to increase our Special Event offerings to encourage the community to participate in Aquatics.
- Employ innovative methods to teach more youth and adults to swim and the importance of this lifesaving skill.
- Utilize the enthusiasm of the CPAC to enhance our customer outreach.
- Continue to improve and provide an exceptional array of Aquatics Programs and Public Use Opportunities.

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: **Peggy McCarthy, Interim Finance Director**

DATE: **February 6, 2012**

SUBJECT: **Review of Revenues, Expenditures and Fund Balance for the Tukwila Pool Metropolitan Park District from Inception, September 14, 2011, to December 31, 2011.**

ISSUE

Review the District financial results from inception, September 14, 2011, to December 31, 2011.

FINANCIAL IMPACT

None. Summary Information.

BACKGROUND

Review of actual financial results compared with budgeted results is a valuable financial tool to assess the soundness of the budgeting process and to determine financial trends and status of an organization.

DISCUSSION

As of December 31, 2011, the Tukwila Pool Metropolitan Park District fund balance was $63,490 which is $32,719 more than the budgeted ending fund balance of $30,771. The positive results derive from revenues meeting budget at 100.2% and expenditures coming in at 84.3% of budget. Salaries and wages, at 84.9% of budget, generated $11,716 in savings; personnel benefits, at 71.8% of budget, generated $8,026 in savings; and other services and charges, at 74.1% of budget, generated $12,160 in savings.

Of the $1.1 million operating loan available from the City of Tukwila, $191,294 or 17% had been used as of year-end.

RECOMMENDATION

Information Only.

ATTACHMENT

Tukwila Pool MPD, Revenues, Expenditures and Fund Balance, From Inception, September 14, 2011, to December 31, 2011.

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
From Inception, September 14, 2011 to December 31, 2011

				ACTUALS			
REVENUE	**BUDGET**	**SEP**	**OCT**	**NOV**	**DEC**	**YTD TOTAL**	**% of BUDGET**
PROGRAMS	$ 35,000	$ 7,625	$ 10,816	$ 6,604	$ 7,331	$ 32,375	92.5%
RENTALS	9,615	2,514	4,068	2,501	3,522	12,604	131.1%
DONATIONS	-	2	5	157	4	168	0.0%
BRIDGE LOAN	191,294	-	191,294	-	-	191,294	100.0%
TOTAL REVENUE	**235,909**	**10,141**	**206,183**	**9,261**	**10,856**	**236,441**	**100.2%**
EXPENDITURES							
ADMINISTRATION/OVERHEAD							
45 GROUND LEASE	10,950	-	10,950	-	-	10,950	100.0%
51 INTERLOCAL CITY FEES	26,475	-	-	-	26,475	26,475	100.0%
41 LEGAL FEES	1,500	-	175	-	1,388	1,563	104.2%
49 INSURANCE	5,000	-	5,000	-	-	5,000	100.0%
TOTAL ADMINSTRATION	**43,925**	**-**	**16,125**	**-**	**27,863**	**43,988**	**100.1%**
OPERATIONS							
11 SALARIES	42,640	8,465	14,396	5,134	10,810	38,804	91.0%
12 EXTRA LABOR	35,000	4,285	8,315	7,559	7,060	27,220	77.8%
13 OVERTIME	100	-	-	-	-	-	0.0%
SALARIES & WAGES	**77,740**	**12,750**	**22,711**	**12,693**	**17,870**	**66,024**	**84.9%**
21 FICA	6,347	968	1,724	978	1,361	5,031	79.3%
23 PERS	3,936	785	1,304	576	934	3,598	91.4%
24 INDUSTRIAL INSURANCE	3,927	575	1,068	762	846	3,251	82.8%
25 LIFE,OPTICAL	5,578	17	133	72	110	331	5.9%
25 MEDICAL,DENTAL,LIFE,OPTICAL	8,646	462	3,423	1,734	2,578	8,197	94.8%
PERSONNEL BENEFITS	**28,434**	**2,807**	**7,651**	**4,122**	**5,829**	**20,408**	**71.8%**
31 OFFICE & OPERATING SUPPLIES	5,516	1,233	96	910	3,750	5,989	108.6%
31 CHEMICALS	2,270	366	317	499	517	1,698	74.8%
31 CENTRAL SUPPLIES	250	-	-	-	-	-	0.0%
SUPPLIES	**8,036**	**1,599**	**412**	**1,409**	**4,267**	**7,687**	**95.7%**
41 PROFESSIONAL SERVICES	300	-	-	-	-	-	0.0%
42 COMMUNICATION	2,411	106	106	573	31	815	33.8%
43 TRAVEL	400	-	-	-	-	-	0.0%
44 ADVERTISING	304	-	-	-	-	-	0.0%
45 OPERATING RENTALS & LEASES	500	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	31,507	-	-	9,250	16,291	25,541	81.1%
48 REPAIRS & MAINTENANCE	11,581	-	-	581	6,058	6,639	57.3%
49 MISCELLANEOUS	-	229	19	58	818	1,124	0.0%
49 CREDIT CARD FEES	-	79	256	189	201	726	0.0%
OTHER SERVICES & CHARGES	**47,003**	**413**	**381**	**10,651**	**23,398**	**34,843**	**74.1%**
TOTAL OPERATIONS	**161,213**	**17,569**	**31,155**	**28,875**	**51,363**	**128,963**	**80.0%**
TOTAL EXPENDITURES	**205,138**	**17,569**	**47,280**	**28,875**	**79,227**	**172,951**	**84.3%**
CHANGE IN FUND BALANCE	$ 30,771	$ (7,428)	$ 158,903	$ (19,614)	$ (68,371)	$ 63,490	206.3%
ENDING FUND BALANCE	**$ 30,771**	**$ (7,428)**	**$ 151,475**	**$ 131,861**	**$ 63,490**	**$ 63,490**	**206.3%**

2012 Tukwila Pool Fee Schedule

Fee Type	Tukwila Resident	New 2012 Non-Resident Fee
Adult Drop-in	$4	$5
Youth/Sr Drop-in	$3	$4
Adult H2OX Drop-in	$6	$6
Sr. H2OX Drop-in	$5	$5
Youth 10 Punch Public Swim **	$27	**$34**
Adult 10 Punch Public Swim **	$36	**$45**
Senior 10 Punch Public Swim	$27	**$34**
Youth 1 Month Pass	$28	**$35**
Adult 1 Month Pass	$39	**$49**
Sr. 1 Month Pass	$28	**$35**
Youth 3 Month Pass	$66	**$83**
Adult 3 Month Pass	$105	**$132**
Sr. 3 Month Pass	$66	**$83**
Youth 12 Month Pass	$187	**$236**
Adult 12 Month Pass	$308	**$388**
Sr. 12 Month Pass	$187	**$236**
Adult H2OX 10 visit	$52	**$66**
Sr. H2OX 10 visit	$42	**$53**

Actual Fee

30 **

40 **

Swim Lesson ($/class)	$5.50	**$6.50**
Private Lessons	$25	**$30**
Semi Priviate Lessons	$30	**$35**

Party Rental (1-25 ppl) /hr	$110	**$140**
Party Rental (26-60 ppl) /hr	$135	**$170**
Party Rental (60-90 ppl) /hr	$160	**$200**
Party Rental (90-120ppl) /hr	$185	**$235**
Party Rental (120-150ppl) /hr	$210	**$265**
Party Room 1/hr	$0	$0

Lane Rental/hr - Schools	$9	$12
Lane Rental/hr - Swim Team	$8	$11

** Pass fee needed to be revised due to Drop In fee not being increased.