

TUKWILA METROPOLITAN PARK DISTRICT

November 14, 2011 – 6:00 p.m.
Council Chambers – Tukwila City Hall

BOARD OF COMMISSIONERS MEETING MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Board President Ekberg called the Tukwila Metropolitan Park District meeting to order at 6:03 p.m.

TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Joe Duffie, Joan Hernandez, Dennis Robertson, Allan Ekberg, Kathy Hougardy, De'Sean Quinn.

Commissioner Seal was not present.

TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES

Lisa M. Marshall, Park District Attorney; Peggy McCarthy, Treasurer; Kimberly Matej, Interim Executive Director.

CITY OF TUKWILA OFFICIALS

Jim Haggerton, Mayor; David Cline, City Administrator; Rick Still, Parks and Recreation Director; Robert Eaton, Parks and Recreation Project Manager; Amy Kindell, Aquatics Program Specialist; Gail Labanara, Public Works Analyst; Melissa Hart, Deputy City Clerk.

CITIZEN COMMENTS

There were no citizen comments.

BUSINESS ITEMS

a. Approval of 10/10/11 meeting minutes.

MOVED BY DUFFIE, SECONDED BY HERNANDEZ TO APPROVE THE OCTOBER 10, 2011 MEETING MINUTES. MOTION CARRIED 6-0.

b. Budget and Finance: *(forward items to 12/12/11 for public hearing/adoption)*

1. Budget for 2011-2012
2. Long Term Financial Plan
3. Capital Budget

Peggy McCarthy, Metropolitan Park District Treasurer, explained a budget for the Metropolitan Park District (MPD) budget must be adopted no later than December 31, 2011. Ms. McCarthy conducted a detailed review of the proposed 5-year budget plan and scenarios 1 and 2 for the 20-year projections to include:

1. Program revenue in 2012 reduced to reflect the pool closure for 1 month for renovation work.
2. Operating expenditures increase at 4%.
3. The position for a ¾ time Aquatic Program Assistant is left unfilled.
4. Extra labor representing part-time life guards, swim instructors and others is reduced.
5. \$250,000 is budgeted for essential capital improvements that would be completed in 2012.
6. \$30,000 is contributed annually to a Capital Improvement Program (CIP) reserve fund, which will create a reserve fund of \$600,000 in twenty years that can be used for specific capital projects or for unexpected capital needs.
7. A draw on the operating loan with the City is made to sufficiently fund expenditures and provide a working cash reserve balance equal to 15% of expenditures.

8. No bonds are issued.

20-Year Projection – Scenario 1.

The assumptions are the same as those contained in the 5-year projection except as follows.

1. In 2013, bonds are issued for \$1,350,000; payback begins in 2014, extends through 2028 and totals \$1,800,000.
2. The 2012 budget reflects reduced revenue from pool closure for 3 months - October, November and December - instead of *one* month due to more extensive renovation. This also reduces the 2013 operating revenue projections.
3. In 2013 and beyond, public utility service costs decline due to energy savings produced by CIP projects.

20-Year Projection – Scenario 2.

The assumptions are the same as those contained in the 20-Year Projection, Scenario 1, except as follows.

4. 2014 – 2016 Program revenue increases by 1% instead of being flat lined.
5. 2014 - 2016 Property tax levy is increased by 2% instead of 1% -- representing a 1% increase from new construction and a 1% statutorily authorized increase.

Board President Ekberg explained he provided direction to staff for these items and they have drafted a very conservative budget for the MPD.

Commissioner Quinn asked staff if the proposed capital improvements as listed on page 17 of the agenda packet would have the pool function more efficiently.

Rick Still, Parks and Recreation Director, explained the capital improvements identified in the 5-Year Budget Plan are a group of projects to be financed with the remaining funds from the City loan to the MPD. The package of projects listed on page 17 of the agenda packet are items that should be completed immediately to allow the pool to continue to function. However, if the other proposed projects previously identified are not going to be funded, then the immediate project list will be altered.

Board President Ekberg asked staff to identify the items to be completed and why they are a concern.

Mr. Still explained the projects listed on page 17 of the agenda packet are projects that can be completed as a package and are cost efficient. The projects will ensure the pool is compliant with new code regulations, including necessary HVAC system work. The proposed projects complement the proposed future capital improvements.

Dave Puki, 3748 South 152nd Street, explained he reviewed the list of proposed pool capital improvements as presented in the agenda packet and he feels the proposed HVAC and domestic hot water improvements are a good starting point. He agrees with Mr. Still's assessment relating to the necessary future improvements.

Bryan Nelson, 3223 South 136th Street, explained the "Save the Pool" committee reviewed the draft budget provided in the agenda packet at a recent meeting. The committee would like to request a budget workshop so the committee members can ask questions and provide input on the final budget prior to adoption. He feels this approach would be more effective than having committee members provide their questions and comments to the Board via email or during this evening's meeting.

Commissioner Robertson feels there are several policy decisions for the Board to discuss, including the annual 1% property tax increase. If there is no increase in revenue, the MPD will be self-sustaining for 10 years. He stated that he is comfortable with the staff recommended immediate repairs.

Board President Ekberg asked City Administration if there would be an opportunity for a budget workshop as requested by Mr. Nelson.

David Cline, City Administrator, explained the MPD Board could conduct a special meeting before a City Council Meeting or staff would be available to meet with committee members on a Saturday to review the proposed budget.

Commissioner Quinn asked that the list of the citizens questions be provided to the Board at least 1 week before the next MPD meeting.

Commissioner Robertson asked City Administration to create financial policies for the MPD. He suggested modeling the policies after the City's, and addressing the annual 1% increase in property tax and how the Capital Improvement Program reserve will be used.

Kimberly Matej, Interim Executive Director, asked Mr. Nelson if they are requesting a staff review of the budget or a work session with the MPD Board.

Board President Ekberg stated City Administration will coordinate the meeting date and invite 3 Board members to attend.

Mayor Haggerton asked if there was Board direction to forward financial policies to the next MPD Meeting. Board President Ekberg answered in the affirmative.

c. Authorize the President of the Board to sign an amendment to the Interlocal Agreement with the City of Tukwila for support services with a new expiration date of January 15, 2013.

The MPD would like to extend the interlocal agreement with the City by one year, changing the termination date from January 15, 2012 to January 15, 2013, to allow more time to evaluate and put in place the appropriate administrative support structure for the MPD.

MOVED BY ROBERTSON, SECONDED BY HOUGARDY, TO AUTHORIZE THE PRESIDENT OF THE BOARD TO SIGN AN AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE CITY OF TUKWILA FOR SUPPORT SERVICES WITH A NEW EXPIRATION DATE OF JANUARY 15, 2013. MOTION CARRIED 6-0.

d. Discussion regarding Citizen Advisory Group.

Board President Ekberg explained the citizens have voiced their support for the creation of an advisory group.

Rick Still, Parks and Recreation Director, explained staff reviewed the existing Boards and Commissions currently under the Parks and Recreation Department. He explained if the Board of Commissioners would like to formalize a Citizen Pool Advisory Group, staff can prepare a resolution that would include the appointment process, term length, duties and meeting frequency.

Christine Neuffer, 13813 37th Avenue South, stated the "Save the Pool" committee would like to have a formalized Citizen Advisory Group. The committee has voiced they want to be involved in the budgeting/savings, grant writing, visioning, and servicing associated with the pool. She feels their vision is broader, and they would like to have a formalized and collaborative relationship where the committee is in the background performing the necessary footwork.

Commissioner Hernandez suggested the Citizen Advisory Group follow the application process used by the City for Boards and Commission positions. This would involve an application process with a commitment by the applicant and an appointment by the Board.

Commissioner Robertson indicated that he agreed with the suggestion by Commissioner Hernandez. He suggested that once the Citizen Advisory Group is established, they be allowed time on the MPD meeting agenda to report progress to the MPD Board.

Commissioner Hougardy expressed her support for a formalized process for the Citizen Advisory Group, and felt the process would provide structure to the group.

Commissioner Quinn explained there is a staff commitment associated with Boards and Commissions. Some committees are very staff intensive and have rules and regulations that must be followed relating to minutes and meeting notices. He wanted to remind the Board and prospective applicants of this information.

Board President Ekberg summarized there is Board consensus relating to moving forward with a formal group that would follow the standard application process currently used in the City. The group would have self-governance, they would elect a chair, and would manage their own agendas and the agendas provided to them by the Board. He suggested the outgoing Board President could be appointed to the group to add continuity and additional knowledge. He also confirmed the Citizen Group would be an advisory group for the Board of Commissioners.

MOVED BY ROBERTSON, SECONDED BY HOUARDY, THAT STAFF RETURN WITH A DOCUMENT THAT CONTAINS THE PROPOSALS AND PROCESSES DISCUSSED THIS EVENING FOR A METROPOLITAN PARK DISTRICT ADVISORY GROUP THAT WOULD HAVE A FORMAL RELATIONSHIP WITH THE BOARD. MOTION CARRIED 6-0.

e. Next Steps/Future Agenda Items (*discussion only*).

Board President Ekberg asked the Commissioners for future agenda topics so staff is able to prepare for the items.

Commissioner Robertson stated there has not been a review of the pool programs and services currently being offered, and feels the Board should review the services.

Council President Ekberg asked staff to do a presentation on the existing services and programs for 2011 and 2012.

Commissioner Hernandez feels the Board should create a rental policy for the pool, to include application procedures, rental fee and review of potential rental conflicts due to the Tukwila School District owning the property.

Commissioner Quinn proposed the Board have a discussion about how to best engage the Tukwila School District with the MPD Board of Commissioners.

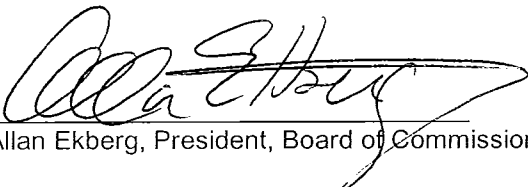
REPORTS

Board President Ekberg explained the Citizen Visioning Meeting notes have been summarized and are included in the agenda packet as information only.

Kimberly Matej, Interim Executive Director, reported voucher totals for the period ending October 31, 2011 were \$5,175.00.

ADJOURNMENT

7:07 p.m. MOVED BY DUFFIE, SECONDED BY HERNANDEZ THAT THE TUKWILA METROPOLITAN PARK DISTRICT BOARD OF COMMISSIONERS MEETING BE ADJOURNED. MOTION CARRIED 6-0.


Allan Ekberg, President, Board of Commissioners


Melissa Hart, Deputy City Clerk