

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 31<sup>st</sup> 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.

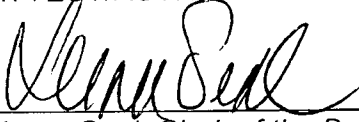
**Section 6. Annual Report.** The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

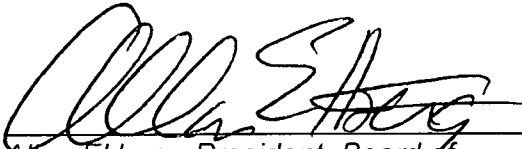
**Section 7. Purpose.** The Citizens Pool Advisory Committee will:

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.

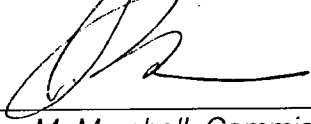
PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this 12<sup>th</sup> day of December, 2011.

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



# 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)

18<sup>th</sup> – 25<sup>th</sup> 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





**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’**

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**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 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.

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5. Promote pool gift giving, including setting stands for such gifts.
6. Render any other advice and assistance related to aquatics services.

2/8/11

**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.

**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