

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board

FROM: Christy O'Flaherty, City Clerk

DATE: March 5, 2012

SUBJECT: An amendment to resolution creating the Citizens Pool Advisory Committee

ISSUE

To formally amend Resolution #8, which created the Citizens Pool Advisory Committee, to "annually" elect the Chair and Vice Chair (based on action at the February 13 Board Meeting).

FINANCIAL IMPACT

There is no financial impact.

BACKGROUND

At the February 13, 2012 meeting of the MPD, the Board made a motion to amend Section 4 to read, "Members of the Citizens Pool Advisory Committee shall meet and organize by **annually** electing, from the members of the committee, a Chairperson and Vice Chairperson and other such officers as may be determined by the Chair." (*per attached minutes*)

Section 4 is found in Resolution #8 which created the Citizens Pool Advisory Committee. Since it was the intent of the Board to change this section of the Resolution, an amended Resolution has been drafted for official adoption and signing by the Board President and Clerk of the Board.

The amended Resolution was discussed and approved by the Board Attorney, Lisa Marshall.

RECOMMENDATION

The Board is being asked to approve a resolution amending Section 4 of Resolution #8 at the March 12, 2012 MPD Board meeting.

ATTACHMENTS

Resolution in strike-through, underlined format
Minutes from the February 13, 2012 MPD Board Meeting, Pages 3-4

Tukwila Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AMENDING RESOLUTION NO. 8 (PART) TO CLARIFY PROCEDURES FOR ELECTION OF OFFICERS OF THE CITIZENS POOL ADVISORY COMMITTEE.

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District adopted Resolution No. 8 on December 12, 2012, which established the Citizens Pool Advisory Committee; and

WHEREAS, a motion was made at the February 13, 2012 meeting of the Board of Commissioners to clarify the process for election of officers of the Citizens Pool Advisory Committee;

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

Section 4, "Officers," Amended. Resolution No. 8 §4, "Officers," is hereby amended to read as follows:

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

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

Board President Seal thanked the teen group for attending the meeting. She indicated she would work with Nate Robinson, Teen Recreation Program Specialist, to schedule a meeting where she would be available to answer questions and discuss ideas on how to engage the teens within the community relating to new programs at the Tukwila Pool.

David Puki, 3748 South 152nd Street, asked that the newly formed CPAC meetings be advertised on the MPD website. He feels advertising the meetings would enable the committee to capture and prioritize the ideas by the community.

2. Discussion regarding a Metropolitan Park District Commissioner as an ad hoc member of the Citizens Pool Advisory Committee.

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 Citizens Pool Advisory Committee (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 for the CPAC regular meeting time have not yet been established. This is one of the items listed in the "charge of duties" in item 3 below, that should be addressed at the Committee's first meeting.

Board President Seal indicated that at a future meeting, the Board will need to elect an ad hoc member to the CPAC. She explained the election of the ad hoc member will take place after the CPAC has established their meeting schedule.

3. Direction from the Board regarding priorities for the Citizens Pool Advisory Committee.

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 No. 8, ongoing involvement and participation of community members is considered an essential component toward achieving the goals of the District. The resolution sets forth expectations and duties of the committee, which are specifically outlined in sections 3 through 7 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 standards for such gifts.
6. Render any other advice and assistance related to aquatics services.



Board Member Robertson referenced Section 4 (shown above from Resolution No. 8) as it relates to the election of officers and suggested the election be on an annual basis.

MOVED BY ROBERTSON, SECONDED BY QUINN TO AMEND SECTION 4, TO READ "MEMBERS OF THE CITIZENS POOL ADVISORY COMMITTEE SHALL MEET AND ORGANIZE BY ANNUALLY ELECTING, FROM THE MEMBERS OF THE COMMITTEE, A CHAIRPERSON AND VICE-CHAIRPERSON AND SUCH OTHER OFFICERS AS MAY BE DETERMINED BY THE CHAIR." MOTION CARRIED 7-0.

Staff has provided "Recommendation #3" on page 18 of the MPD agenda packet for the Board's consideration in establishing priorities for the Citizens Pool Advisory Committee as follows:

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 to determine the CPAC 2012 priority list. Below is a list of business items 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.

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 with the Tukwila School District
8. Develop marketing and promotions campaign for the pool re-opening

MOVED BY ROBERTSON, SECONDED BY HOUARDY TO PROVIDE DIRECTION TO THE CITIZENS POOL ADVISORY COMMITTEE AS OUTLINED ABOVE IN RECOMMENDATION NO. 3 AND AS LISTED ON PAGE 18 OF THE AGENDA PACKET. MOTION CARRIED 7-0.

e. 2011 Tukwila Pool operations statistical review.

Rick Still, Parks and Recreation Director, explained the year-end statistical report presents a breakdown of pool users by total attendance, pass sales and one time visits. Mr. Still utilized a PowerPoint presentation to review the 2011 Tukwila Pool Year-End Statistical Report.

f. 2011 Tukwila Pool budget review.

Peggy McCarthy, Interim Finance Director, conducted a financial review of the MPD's first three months of operation, including revenues, expenditures and fund balance through December 31, 2011.

REPORTS

- a. Board President Seal reported voucher totals for the period ending December 31, 2011 were \$3,411.25.
- b. Staff: 2012 Pool Fee Schedule
The next MPD meeting is March 12, 2012.