

Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

De'Sean Quinn, *President of the Board*
Kate Kruller, *Clerk of the Board*

Board Members: ▶ Joe Duffie ▶ Dennis Robertson
▶ Allan Ekberg
▶ Verna Seal ▶ Kathy Hougardy

Wednesday, January 22, 2014, 5:30 PM
Tukwila City Hall Council Chambers

Resolution #19

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

2. SPECIAL PRESENTATION	Oath of Office to the Board of Commissioners. <i>Brian Snure, MPD Attorney.</i>
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3. CITIZEN COMMENTS

4. CONSENT AGENDA	<ul style="list-style-type: none"> a. Approval of minutes: 12/10/13 (<i>Special Mtg.</i>); 12/16/13 (<i>Special Mtg.</i>) b. Approval of vouchers.
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5. BUSINESS ITEMS	<ul style="list-style-type: none"> a. Discussion of process for future amendments to the Interlocal Agreement with the City of Tukwila. Pg.1 b. Discussion on preliminary Tukwila Pool Advisory Committee (TPAC) direction for 2014. Pg.5 c. TPAC membership relating to student participation. Pg.7 d. Formation of an Executive Steering Committee. Pg.13 e. A resolution approving participation in the Washington State Public Employees' Retirement System (PERS). Pg.17 f. Request for administrative overhead and operating supplies budget. Pg.21
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6. REPORTS	<ul style="list-style-type: none"> a. Commissioners b. Executive Director c. Staff: <ul style="list-style-type: none"> • Staff report includes update on pool cover as requested at the 12/16/13 Board Meeting. d. Tukwila Pool Advisory Committee: <ul style="list-style-type: none"> • Chairperson report • Agenda and minutes e. Next meeting is February 26, 2014. 	<ul style="list-style-type: none"> Pg.23 Pg.25 Pg.49
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7. MISCELLANEOUS

8. EXECUTIVE SESSION

9. 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 TukwilaCityClerk@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.

Tukwila Metropolitan Park District

Vision, Goals, & Objectives Summary

Mission: The mission of the Tukwila Pool Metropolitan Park District (MPD) is to provide the best run municipal aquatics program in the state.

Vision: To provide a sustainable and efficient pool that exceeds the community's needs.

Goals:

- A. To operate a financial self-sustaining aquatics program.
 - a. Develop long term plan
 - b. Ensure efficient operations
 - c. Capitalize on grants/funding opportunities
 - d. Develop business partnerships

- B. To provide a pool that is a safe haven.
 - a. Maintain and provide continued training to ensure qualified lifeguards and staff
 - b. Ensure a safe and healthy place to recreate and learn
 - c. Protect kids
 - d. Coordinate water safety education

- C. To be welcoming and inclusive to all.
 - a. Create an inviting facility
 - b. Address transportation needs
 - c. Maintain high performance employees
 - d. Eliminate barriers

- D. To maintain and support community involvement in the pool.
 - a. Address transportation for kids
 - b. Promote swimming within school district(s) physical education programs
 - c. Develop regional partnerships
 - d. Growing investments

- E. To provide creative and relevant programs
 - a. Provide long-term aquatic operations
 - b. Deliver swim opportunities to all in the District
 - c. Have the best swim team in the state
 - d. Offer free open swim – community swim

- F. To provide annual performance reporting to the community.

- G. Continue to review governance.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: Dennis Robertson & Kate Kruller, MPD Commissioners

DATE: January 22, 2014

SUBJECT: Discussion of process for future amendments to the MPD's Interlocal Agreement with the City of Tukwila

ISSUE

To provide a process by which the Interlocal Agreement with the City of Tukwila may be amended and to bring some initial proposed amendments to the attention of the MPD Board.

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

The Interlocal Agreement was accepted as offered, but the MPD Commissioners may want to establish a process by which amendments may be developed, proposed and voted on.

RECOMMENDATION

The Executive Director should be tasked to review the agreement in depth, and provide recommendations for amendments as needed over time. In addition, the contract should be modified to allow TPMPD policies adopted subsequent to this contract to supersede similar city policies and procedures. The attached document contains amendment language for the Commissioners to consider until February – and to place it on the formal record to be memorialized - while the process is being established.

ATTACHMENTS

-Interlocal Agreement Amendment Language

All:

Below is the language I presented at the last Tukwila Pool Metropolitan District (TP MPD) meeting, that should be considered for amending into the interlocal agreement/contract. I obtained this in consultation with a credentialed Contracts Management professional. It was their opinion that they would not enter into an agreement without stipulations of the nature listed below in the language.

You may recall that both Commissioner Robertson and I presented a printed form each to the TP MPD Board of Commissioners as items to be considered for amending the agreement. While looking at the language below, the TP MPD Attorney indicated his interest in considering it for the agreement amendment – as well as Commission Quinn stating that he recognized this type of language from his experiences at King County, and that we should consider what could be applied in an amendment to the language. Then the Commissioners supported passing the document proposed by the City of Tukwila as-is to get an agreement on record, acknowledging that the TP MPD Board of Commissioners would revisit and consider amendments in January.

While I know there is a new agenda item to formulate a process for considering amendments to the agreement, I would also like to add an item to the agenda regarding this previously recommended amendment language for the Commissioners to consider until February – and to place it on the formal record to be memorialized - while the process is being established. I have no expectations that a decision will be made on any language changes during the January meeting. This may be an item for information only – and possibly Q&A.

Thanks – Commissioner Kate Kruller

PERIOD OF PERFORMANCE:

Unless otherwise amended in writing, the period of performance under [CONTRACT NUMBER HERE] shall commence upon last date of signature from either party, and expires on December 31, 2014. Upon mutual agreement, this contract may be extended for one (1) optional one-year term period. The work under this contract may end earlier than December 31, 2014 as allowed per the provisions set forth under TERMINATION.

REPORTS:

Contractor shall produce a quarterly report summary that compares actual performance by Contractor of the Services (including but not limited to activities related to Deliverables) to budgeted Charges and dates in the Schedule. Contractor shall provide such quarterly report summary for such Services to the Tukwila Pool Municipal Park District Executive Director within 10 days of the end of the immediate past month.

DELIVERABLES:

All Deliverables shall be subject to Tukwila Pool Municipal Park District Board of Commissioners' acceptance. Tukwila Pool Municipal Park District Board of Commissioners' review of Deliverables shall be in accordance with the time frames therefore set forth in the Work Plan.

WORK PLAN :

Contractor shall produce and provide to Tukwila Pool Municipal Park District an updated Work Plan as a Deliverable with input from Tukwila Pool Municipal Park District within 45 Days of the Effective Date. The Work Plan shall provide detailed information, in a Microsoft Excel (Version 2010 or later) document including, but not limited to tasks, task dependencies, identification of resource requirements, and Schedule as identified and prioritized by the Tukwila Pool Municipal Park District Board of Commissioners from, but not limited to, the Tukwila Pool Administrative and Program Assessment produced by KJ Design, LLC.

AUDITS:

The Tukwila Pool Municipal Park District shall conduct performance Audits commencing on June 30, 2014 and repeating every six months. Performance audits will include, but is not limited to, review of contractor performance against the Work Plan, Budget, timeliness of Deliverables presented to Tukwila Pool Municipal Park District Board of Commissioners as delivered to the Executive Director.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: De'Sean Quinn, Board President

DATE: January 22, 2014

SUBJECT: Discussion on a preliminary direction for TPAC for 2014

ISSUE

TPAC members are requesting that the Board provide specific guidance as to the scope and direction of their work that they could incorporate into their 2014 workplan.

FINANCIAL IMPACT

No financial impact

BACKGROUND

At their November meeting, TPAC members agreed that they would benefit from "...specific direction, information, revisions and updates from the board to TPAC via email to TPAC chair in advance of the committee's meeting."

DISCUSSION

The Board and ED should consider identifying priorities that will provide direction for recommendations that TPAC will be asked to make in 2014.

ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Tukwila Pool Advisory Committee (TPAC)

DATE: January 22, 2014

SUBJECT: Recommendation on TPAC student participation amendment

ISSUE

Amending Resolution #8 to create up to 4 special positions designated for students on TPAC.

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The Board asked TPAC to draft a recommended amendment to Resolution #8 that allows for students to participate in TPAC.

DISCUSSION

TPAC members submit the following recommended criteria and procedures for student participation (please see attachments for actual recommended wording of the amendment and suggested student application).

- It is recommended that up to four positions be created and designated for Student Representatives on TPAC
- It is recommended that all Students Reps attend high school
- It is recommended that Students Reps reside in Tukwila
- It is recommended that positions are for one year, active during the school year
- It is recommended that positions are non-voting
- It is recommended that Students Reps be appointed by the MPD Board

RECOMMENDATION

The Board is asked to consider the attached recommendations and supporting materials.

ATTACHMENTS

- Resolution #8 Amendment Student Participation
- TPAC Student Representative Application

Student Representation to the Tukwila Pool Advisory Committee

Purpose

1. The purpose of the student representatives to the Tukwila Pool Advisory Committee is to provide a documented student voice to the Tukwila Pool Advisory Committee.
2. Up to four high school representatives who reside in Tukwila will serve as high school liaisons to the Committee Members. The student representatives will provide support and insight to the Committee's understanding of student issues and perspectives.

Terms of Office

1. The representative(s) shall be selected by the Tukwila Pool Metropolitan Park District Board of Commissioners in September.
2. The term shall be for one school year beginning in September and concluding in June.
3. In the event of a vacancy during the school year a student will be selected from qualified applicants to serve the remainder of the school year.

Qualifications for Application

1. The student(s) shall be in high school and reside in Tukwila during their term as student representative.

Application Process

1. Tukwila Pool Metropolitan Park District Board will advertise the posting for student representation on the Tukwila Pool Advisory Committee between June and September for the upcoming school year.
2. Students will submit a complete Student Representation Application to the Tukwila Pool Metropolitan Park District Board.
3. Selected applicants will be interviewed by one or more Commissioners and the Tukwila Pool Advisory Chair or designee, and recommended to the Commission for approval.

Other

1. Attendance and participation shall be documented in the Tukwila Pool Advisory Committee minutes.

Resolution 8 Amendment and Procedure – To be submitted to TPMPD for their consideration

Section 1. **Tukwila Pool Advisory Committee Established.** The Tukwila Pool Metropolitan Park District Tukwila 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 Pool Metropolitan Park District Board of Commissioners, subject to confirmation by a majority vote of the Board. No more than two members shall be nonresidents. 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 Tukwila Pool Advisory Committee.

Section 2. **Membership.**

- A) **Term of Membership.** Members of the Tukwila 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 of the last year of the term.
- B) **Student Representation.** In addition to the appointed positions, the Commission will recruit up to four high school student representatives who reside in Tukwila to participate as non-voting members on the Tukwila Pool Advisory Committee. The student(s) will be selected in September and the student(s) will be expected to participate through the school year.
- C) **Vacancies.** 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 Pool Metropolitan Park District President and in coordination with the contracted staff.



RECEIVED

Attn: TPMPD Board President
6200 Southcenter Blvd.
Tukwila, WA 98188

Tukwila Pool Advisory Committee Student Representative Application

Thank you for your interest in the Tukwila Pool Advisory Committee's Student Representative position. This Committee meets monthly to advise, guide and assist the Tukwila Pool Metropolitan Park District on matters relating to the Tukwila Pool.

There are up to four Student Representative positions available to high school students residing in Tukwila for each school year. Please return your completed application to the Tukwila Pool Metropolitan Park District Board of Commissioners by Sept. 15.

NAME _____
Last First

SCHOOL _____
School Grade

Use the space below to explain why you want to participate on the Tukwila Pool Advisory Committee.

What skills or experiences do you bring to the Tukwila Pool Advisory Committee? You may attach additional information if desired.

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN _____
SIGNATURE

All applications due to the Tukwila Pool Metropolitan Park District Commissioners by **September 15**

FOR TUKWILA POOL METROPOLITAN PARK DISTRICT USE ONLY:

INTERVIEW DATE _____ APPOINTED _____ Yes _____ No

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: Dennis Robertson, MPD Commissioner

DATE: January 22, 2014

SUBJECT: Establishment of an Executive Steering Committee

ISSUE

Should the MPD establish an Executive Steering Committee to provide support and feedback to the Executive Director?

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

The Executive Steering Committee would act as a governing body to the Executive Director. A proposal outlining the purpose, membership, responsibilities & duties, roles etc. is provided.

RECOMMENDATION

The Board is being asked to approve a resolution establishing an Executive Steering Committee

ATTACHMENTS

-Draft Executive Steering Committee proposal

Tukwila Pool Metropolitan Park District

Executive Steering Committee Proposal

Purpose:

- (1) To act as a governing body and sounding board to the MPD Executive Director.
- (2) To approve and authorize Executive Director necessary emergency actions pending full MPD Board approval.
- (3) To review MPD Pool procedures, rules, and processes and recommend changes and additions.
- (4) To aid the MPD Executive Director in ensuring the Pool's day-to-day operations focus on safety, health, and efficiency.
- (5) To aid the MPD Executive Director in ensuring the Pool meets the needs of the MPD community.

Membership:

- (1) MPD Chair.
- (2) MPD Clerk.
- (3) MPD Board Member at Large selected by the MPD Board.
- (4) MPD Executive Director.

If MPD Chair or Clerk are not available another MPD Member at Large may be appointed to the Executive Steering Committee by the Board.

Responsibilities and Duties:

Provide review and oversight to issues brought forward by the Executive Director, issues may include:

- (1) MPD policies and operating procedures.
- (2) Marketing Plan implementation.
- (3) Budget and Financing.
- (4) Personnel and administration issues.
- (5) Operator Contract and staffing issues.
- (6) Issues necessary to operate the Tukwila Pool in a safe, healthy and efficient manner.
- (7) Other issues brought to the attention of the committee by the Executive Director.

Roles:

MPD Executive Director is to facilitate and be responsible for setting Executive Steering Committee meeting agenda's and keeping all necessary correspondence and notes.

The MPD Chair, Clerk and Member at Large are responsible for attending meetings and providing input, guidance, and consensus. Their main roles are to:

- (1) Provide direction and authority for emergency situations.
- (2) Act as a sounding board for issues brought to the Executive Committee by the Executive Director.
- (3) Assist the Executive Director in identifying agenda items for subsequent MPD Executive Steering Committee meetings.


Meetings:

The normal frequency for Executive Steering Committee meetings is monthly, approximately two weeks prior to a full MPD Board meeting. The actual date, time, and length of meetings to be determined by the Executive Steering Committee.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

BY: Vicky Carlsen, Deputy Finance Director

DATE: January 15, 2014

SUBJECT: Optional Enrollment in WA State Department of Retirement Systems Public Employees' Retirement System Plan

ISSUE

Decide if the MPD wishes to enroll in PERS as a retirement benefit to all eligible MPD employees.

FINANCIAL IMPACT

Current employer contribution rate is 9.21% on all reportable income.

DISCUSSION

The Executive Director for the MPD signed an employment contract which includes the benefit of participating in a Washington State Department of Retirement Systems (DRS) PERS plan. The City's Finance department started the process of setting up a new entity with DRS and in doing so discovered that a newly formed governmental entity has the option rather than a requirement of enrolling in PERS.

If the MPD chooses to enroll in PERS, a resolution by the governing body must be approved. Once enrolled in the program, the MPD cannot opt out of the program at a later date. Additionally, once an employer becomes a participant in PERS, all employees who are employed in eligible positions must participate in PERS. An eligible position is one that normally works at least 70 hours per month for at least 5 months each year.

Participation in PERS requires both an employer and employee contribution every pay cycle. The current employer rate is 9.21%. The current employee rate is 4.92% for PERS plan 2 and ranges from 5% to 15% for PERS plan 3, depending on the option selected. These rates are adjusted periodically to ensure that the programs are properly funded.

If the MPD chooses not to enroll in PERS at this time, the employment contract will need to be amended to reflect the change. The MPD can choose, at a later date, to enroll in PERS.

RECOMENDATION

The Board is being asked to consider whether or not to enroll in PERS.

ATTACHMENTS

Resolution for Enrollment in PERS

Tukwila Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AUTHORIZING AND APPROVING PARTICIPATION IN THE WASHINGTON STATE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS).

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District desires to provide a retirement benefit to all eligible employees of the Tukwila Metropolitan Park District; and

WHEREAS, RCW 41.40.062 allows optional entry to the Washington State Public Employees' Retirement System (PERS) by political subdivisions or associations of political subdivisions;

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

1. Eligible employees of the Tukwila Metropolitan Park District shall participate in PERS, as allowed by RCW 41.40.062;
2. The necessary funds shall be made available to cover the Tukwila Metropolitan Park District's proportionate share for participation in PERS; and
3. PERS membership shall begin on January 1, 2014.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2014.

ATTEST/AUTHENTICATED:

Kate Kruller, Clerk of the Board

*De'Sean Quinn, President,
Board of Commissioners*

APPROVED AS TO FORM BY:

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

Brian Snure, Commission Attorney

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: De'Sean Quinn, MPD Board President

DATE: January 22, 2014

SUBJECT: Request for administrative overhead and operating supplies budget

ISSUE

Should the Executive Director have the ability to purchase operating supplies and equipment that support the performance of her duties?

FINANCIAL IMPACT

Estimated cost for 2014: \$5,000

BACKGROUND

The naturally occurring costs to supporting the Executive Director position (such as telephone, computer and general office supplies) are not covered in the current budget.

RECOMMENDATION

The Board is asked to establish a budget line and purchasing authority for the Executive Director. Purchases would be secondarily approved by the Board President or his designee.

It is estimated that purchases in 2014 will probably break down as follows:

Computer & software (office suite + security)	\$1500
Cell Phone	\$200
General Office Supplies (paper, envelopes, ink)	\$600
Cell Plan, including WiFi for computer	\$1500
Printer/Scanner/Copier	\$500
Business Cards	\$100
Miscellaneous (postage, parking, mileage, tolls, etc.)	\$600
Total	\$5000

ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: Jennafer Price Cargill, MPD Executive Director

DATE: January 22, 2014

SUBJECT: Executive Director's Report

ISSUE

Update on MPD administrative operations

FINANCIAL IMPACT

No financial impact

BACKGROUND

This will be the first report to the Board by the newly hired Executive Director.

DISCUSSION

Start date was January 6, 2014. As of Jan 16, the following has been accomplished:

- Workspace was designated for morning/office hours at the Tukwila Pool site
- Operational needs were assessed and a request was submitted for purchasing authority
- Attended Jan 11 TPAC meeting
- Support materials for monthly MPD meeting were provided to City Clerk
- Informational meetings were held with:
 - Rick Stills, Parks & Recreation Director
 - Amy Kindell, Aquatics Program Specialist
 - Mary Miotke, IT Director
 - Vicky Carlsen, Deputy Finance Director
 - Stephanie Gardner, Parks & Recreation Analyst
 - De'Sean Quinn, MPD Board President
 - David Cline, City Administrator
 - Allan Ekberg, MPD Commissioner
 - Joe Duffie, MPD Commissioner
 - Dennis Robertson, MPD Commissioner

RECOMMENDATION

None


ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: January 15, 2014

SUBJECT: Operations Report

ISSUE

Staff update on pool operations

FINANCIAL IMPACT

No financial impact

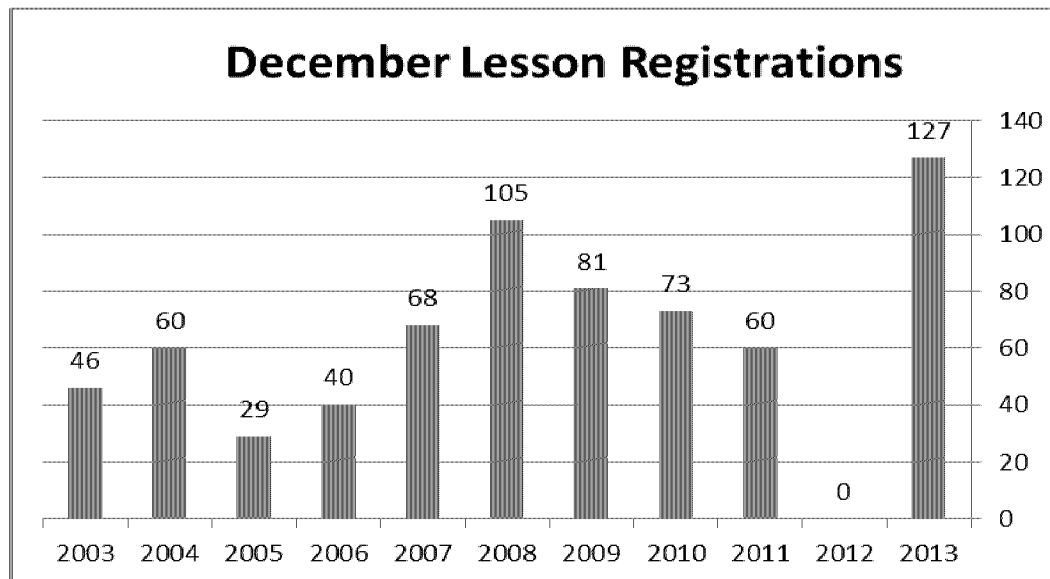
BACKGROUND

This Informational Memorandum is to update the Board on Operations and Other Items.

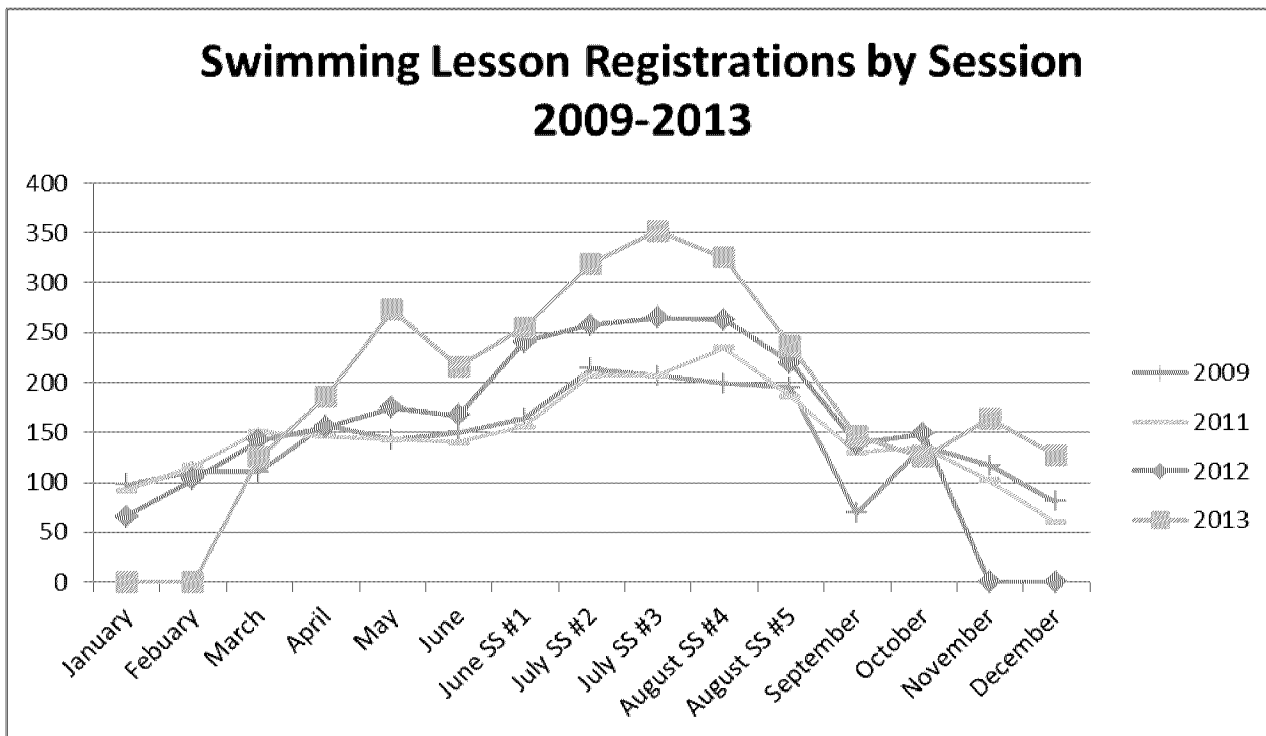
DISCUSSION

Revenues: December revenues totaled \$30,586.79. December 2013 revenues were 133% better than the best previous December revenues (2004). The increases were due to swim lesson participation and a large rental contract payment being received before the end of the year. 2013 revenue totaled \$233,155; the revenue goal was \$211,000. The revenue goal was exceeded for the by \$22,155 or 10.5%.

Swimming Education Programs: December 2013 had 127 swimming lesson registrants. Tukwila residents accounted for 63% percent of December registrants. The table below demonstrates lesson registrations for the month of December throughout the past 10 years.



The table below demonstrates lesson registrations by session throughout the past four years. In 2013 there was a 21.64% increase in participation over 2012.



As part of the swimming education program at the Pool the American Red Cross Lifeguard Training course was offered in December, six lifeguard candidates successfully completed the course. Tukwila Pool also offered an American Red Cross Water Safety Instructor course over winter break; seven instructor candidates successfully completed the training. In the process of implementing these two courses, **Aquatics Specialist Amy Kindell**, completed the vigorous Water Safety Instructor Trainer Mentorship program and is now a **Water Safety Instructor Trainer**.

Pass Sales: Thirty-eight passes were sold in December 2013, with 22 of those passes purchased by Tukwila Residents. The New Year Pass Special started December 15th and will be offered through January 31st. During this time participants can purchase a 12 month pass and receive a discount of \$50 off the regular price. This is a great opportunity for the New Year's Resolution crowd and brings the cost per visit down from the regular price to nearly a \$1 less per visit if participants visit just 2 times per week.

Partnerships: The partnership between Tukwila School District, Foster High School and the Tukwila Pool continues to be successful for High School PE classes. Staff is preparing for final grading and the new semester which begins January 28th. With full classes in the new semester, the potential need for donations towards swim suits cost would be up to approximately of \$2,200. This estimated figure is likely high due to the possibility that some students will not have a need for swim attire.

Global 2 Local continues to be a strong supporter of the pool by recruiting participants for swimming lessons and programs. Staff is also working with Global 2 Local to identify potential lifeguard candidates within their programs and work to create a training program to prepare them to take lifeguard training in the coming year.

Seattle Children's Hospital and Seattle/King County Health Department continue to work closely with staff on the Community Transformation Grant work.

In December, staff partnered with Lindbergh Pool through the American Red Cross to offer a Water Safety Instructor Training course at the Tukwila Pool.

Pool Slide Update: Work has been completed to prepare the slide for approval for use by the King County Public Health. Staff is coordinating with contractors and the Health Department to be able to receive the final stamp of approval. Staff is planning festivities for when the slide is once again in service.

Success Story Headlines:

- 2013 Pool Revenues exceeded the revenue goal by 10.5% in 2013!
- Two Foster High School PE class participants successfully completed Lifeguard Training in December 2013.
- All Foster High School PE class participants now have the skills to pass the swim test and enjoy safely swimming in all areas of the pool!
- Six Lifeguard Candidates successfully completed their Lifeguard Training at the Tukwila Pool in December 2013.
- Seven Water Safety Instructor Candidates successfully completed their Water Safety Instructor training at the Tukwila Pool in December 2013.
- Tukwila Pool now has two Water Safety Instructor Trainers!
- Tukwila Pool will be highlighted in the January edition of the Tukwila Reporter.

Energy Savings & Trends

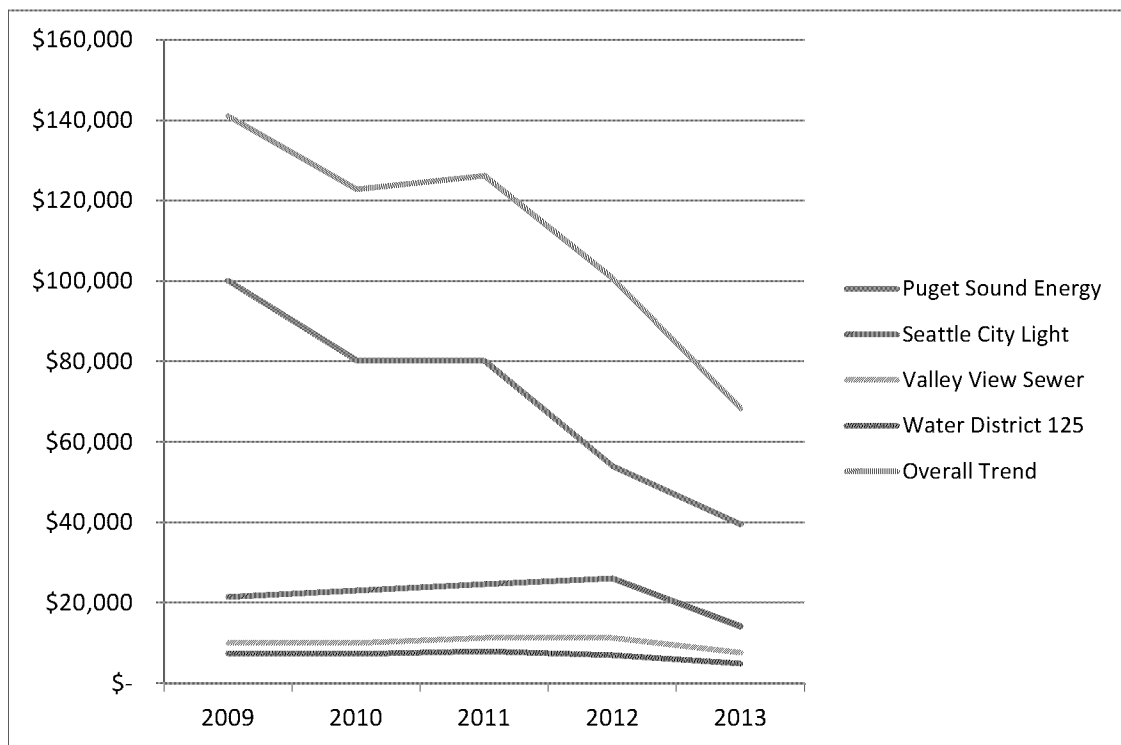
At the December 16, 2013 MPD Board meeting, discussion occurred related to energy savings and the use of the Pool Cover. Staff has completed an analysis of overall energy savings to date. The Energy Trends table below demonstrates a total energy savings of \$32,259 in 2013. The energy savings exceeds Mckinstry's annual energy savings guarantee estimate by \$2,259.

Depending upon the goal of using the pool cover one would get different answers. Does the MPD want to reduce costs? Or does the MPD want to reduce energy usage. The labor cost associated with putting on and taking off the pool cover costs approximately the same as the engineers estimate for the energy use savings, approximately \$8,500/year.

To determine the actual energy saving, a study could be conducted to gather the necessary information to accurately track energy savings when the pool cover is being utilized verses not being used. The study would be a comparison of two equal time periods, one using the covers and one without using them. During the testing time, water and gas meter readings would need to be time-stamp recorded first thing in the morning when the pool cover is removed and again when it was deployed at night. Outside air temperatures and humidity would also need to be recorded. Once the necessary information has been gathered, it can be determined whether or not there are additional energy savings from using the cover. This study has not been conducted but staff has been working towards achieving this work effort.

The table and graphic below illustrates energy costs throughout the past five years and demonstrates the savings that have occurred in 2013.

Energy Trends					
	2009	2010	2011	2012	2013
Puget Sound Energy	\$ 100,125	\$ 80,402	\$ 80,280	\$ 54,076	\$ 39,580
Seattle City Light	\$ 21,545	\$ 23,117	\$ 24,738	\$ 26,191	\$ 14,221
Valley View Sewer	\$ 10,002	\$ 9,994	\$ 11,321	\$ 11,296	\$ 7,668
Water District 125	\$ 7,440	\$ 7,335	\$ 7,944	\$ 7,087	\$ 4,921
Overall Trend/Total	\$ 141,121	\$ 122,858	\$ 126,294	\$ 100,662	\$ 68,403



ATTACHMENTS

- A. 2013 4th Quarter Programs Report
- B. 2013 Annual Programs Report
- C. 2013 4th Quarter Financial Report
- D. October, November & December Support Services Summary

Tukwila Metropolitan Parks District
Tukwila Pool Fee Revenues
4th Quarter 2013

Attachment A

Row #	Program Fee Type	Resident		Non Resident		Total		2013 proposed revenue	% of 2013 proposed revenue	2012 actual	
		#	\$	#	\$	#	\$			#	\$
1	Adult Drop-in					503	\$2,012.00			225	\$900
2	Youth Drop-in					561	\$1,683.00			226	\$678
3	Sr Drop-in					285	\$855.00			252	\$756
4	Adult H2OX Drop-in					15	\$90.00			12	\$72
5	Sr. H2OX Drop-in					15	\$75.00			22	\$110
6	Misc. Drop-ins					203	\$307.00			39	\$71
7	Subtotal Drop-ins					1,582	\$5,022.00	\$5,600	90%	776	\$2,587
8	Youth 1 Month Pass	2	\$56	2	\$70	4	\$126			3	\$98
9	Adult 1 Month Pass	5	\$195	2	\$98	7	\$293			5	\$215
10	Sr. 1 Month Pass	5	\$140	3	\$105	8	\$245			7	\$224
11	Youth 3 Month Pass	0	\$0	2	\$80	2	\$80			0	\$0
12	Adult 3 Month Pass	15	\$795	7	\$372	22	\$1,167			1	\$105
13	Sr. 3 Month Pass	8	\$424	7	\$323	15	\$747			1	\$83
14	Youth 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
15	Adult 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
16	Sr. 6 Month Pass	1	\$121	1	\$152	2	\$273			0	\$0
17	Youth 12 Month Pass	2	\$256	0	\$0	2	\$256			0	\$0
18	Adult 12 Month Pass	1	\$308	0	\$0	1	\$308			0	\$0
19	Sr. 12 Month Pass	4	\$712	1	\$186	5	\$898			4	\$828
20	Youth 10 Punch Pass	2	\$54	5	\$150	7	\$204			1	\$27
21	Adult 10 Punch Pass	15	\$540	7	\$280	22	\$820			12	\$444
22	Senior 10 Punch Pass	11	\$297	11	\$330	22	\$627			8	\$240
23	Youth 20 Punch Card	0	\$0	1	\$60	1	\$60			0	\$0
24	Adult 20 Punch Card	1	\$72	1	\$80	2	\$152			2	\$160
25	Senior 20 Punch Pass	1	\$54	6	\$360	7	\$414			4	\$228
26	Adult H2OX 10 visit	1	\$52	1	\$55	2	\$107			0	\$0
27	Sr. H2OX 10 visit	1	\$42	1	\$44	2	\$86			1	\$44
28	Adult H2OX 20 visit	1	\$104	0	\$0	1	\$104			0	\$0
29	Sr. H2OX 20 visit	0	\$0	0	\$0	0	\$0			0	\$0
30	Subtotal Pass Sales	76	\$4,222	58	\$2,745	134	\$6,967	\$9,600	73%	49	\$2,696
31	All Pass Scans	702		1,073		1,775				1351	
32	Swim Lessons	1,612	\$8,869	1,039	\$6,408	2,651	\$15,277			1,480	\$8,657
33	Private Lessons	5	\$125	12	\$360	17	\$485			0	\$0
34	Semi Private Lessons	0	\$0	0	\$0	0	\$0			0	\$0
35	Subtotal Lessons	1,617	\$8,994	1,051	\$6,768	2,668	\$15,762	\$12,700	124%	1480	\$8,657
36	Total Programs	Drop-ins, Pass Sales & Lessons				6,025	\$27,750.71	\$27,900	99%	2,305	\$13,940
37	One Time Rentals	3	\$490	1	\$140	75	\$630			170	\$445
38	Rentals-Special Int. Grps	8	\$16,604	8	\$11,141	19,090	\$27,745			273	\$1,271
40	Lockers					1,004	\$251			449	\$112
41	Subtotal Rentals	3	\$17,094	1	\$11,281	4	\$28,626	\$17,000	168%	892	\$1,828
42	Vending						\$672	\$300	1%		\$501
43	Donations						\$1,689	\$0	0%		\$2
44	Merchandise						\$397	\$0	0%		\$362
45	Scholarships					39	\$1,656	\$0	0%		\$0
46	Subtotal Other						\$4,414	\$300	1%		\$865
47	Estimated Visits					18,099				3,052	
48	Total Revenue Earned					\$58,032.55		\$45,000	129%	\$15,767.75	
49	2012 Revenue Goal									YTD	
50	\$211,000.00					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	\$243,235.65	
51						YTD @ end of Q	YTD @ end of Q	YTD @ end of Q	YTD @ end of Q	% of goal	
52						\$16,889.60	\$87,521.86	\$185,203.11	\$243,235.65	115.28%	

Tukwila Metropolitan Parks District

Tukwila Pool Fee Revenues

2013

Annual Report

Row #	Program Fee Type	Resident		Non Resident		Total		2013 proposed revenue	% of 2013 proposed revenue	2012 actual	
		#	\$	#	\$	#	\$			#	\$
1	Adult Drop-in					2,620	\$10,480.00			3013	\$12,052
2	Youth Drop-in					4,284	\$12,852.00			3935	\$11,805
3	Sr Drop-in					1,221	\$3,663.00			1826	\$5,478
4	Adult H2OX Drop-in					99	\$594.00			120	\$720
5	Sr. H2OX Drop-in					106	\$530.00			115	\$575
6	Misc. Drop-ins					810	\$1,433.00			309	\$618
7	Subtotal Drop-ins					9,140	\$29,552.00	\$31,000	95%	9,318	\$31,248
8	Youth 1 Month Pass	44	\$1,195	18	\$614	62	\$1,809			34	\$1,028
9	Adult 1 Month Pass	48	\$1,819	15	\$619	63	\$2,438			63	\$2,591
10	Sr. 1 Month Pass	30	\$806	11	\$380	41	\$1,186			31	\$961
11	Youth 3 Month Pass	6	\$396	2	\$80	8	\$476			2	\$139
12	Adult 3 Month Pass	19	\$1,215	12	\$1,022	31	\$2,237			18	\$2,035
13	Sr. 3 Month Pass	18	\$1,059	18	\$806	36	\$1,865			16	\$1,166
14	Youth 6 Month Pass	1	\$121	0	\$0	1	\$121			0	\$0
15	Adult 6 Month Pass	1	\$182	1	\$236	2	\$418			3	\$580
16	Sr. 6 Month Pass	2	\$242	4	\$603	6	\$845			4	\$527
17	Youth 12 Month Pass	2	\$256	0	\$0	2	\$256			0	\$0
18	Adult 12 Month Pass	7	\$2,031	1	\$388	8	\$2,419			4	\$1,312
19	Sr. 12 Month Pass	16	\$2,777	15	\$3,278	31	\$6,055			23	\$4,542
20	Youth 10 Punch Pass	26	\$682	30	\$800	56	\$1,482			27	\$750
21	Adult 10 Punch Pass	76	\$2,661	24	\$920	100	\$3,581			119	\$4,384
22	Senior 10 Punch Pass	33	\$871	41	\$1,185	74	\$2,056			107	\$3,003
23	Youth 20 Punch Card	1	\$54	4	\$240	5	\$294			2	\$108
24	Adult 20 Punch Card	6	\$432	11	\$863	17	\$1,295			28	\$2,112
25	Senior 20 Punch Pass	9	\$486	15	\$885	24	\$1,371			45	\$2,526
26	Adult H2OX 10 visit	6	\$308	10	\$535	16	\$843			15	\$798
27	Sr. H2OX 10 visit	8	\$332	5	\$215	13	\$547			14	\$594
28	Adult H2OX 20 visit	1	\$104	0	\$0	1	\$104			2	\$214
29	Sr. H2OX 20 visit	5	\$415	2	\$176	7	\$591			3	\$256
30	Subtotal Pass Sales	365	\$18,443	239	\$13,845	604	\$32,288	\$32,900	98%	560	\$29,626
31	All Pass Scans	3,991		5,129		9,120				11,796	
32	Swim Lessons	11,374	\$62,556	8,008	\$50,085	19,382	\$112,641			18,978	\$111,214
33	Private Lessons	20	\$500	20	\$600	40	\$1,100			60	\$1,500
34	Semi Private Lessons	0	\$0	3	\$105	3	\$105			9	\$310
35	Subtotal Lessons	11,394	\$63,056	8,031	\$50,790	19,425	\$113,846	\$98,500	116%	19,047	\$113,024
36	Total Programs	Drop-ins, Pass Sales & Lessons				37,685	\$175,686.47	\$162,400	108%	28,925	\$173,898
37	One Time Rentals	19	\$2,312	14	\$2,268	1,445	\$4,580			1,865	\$5,926
38	Rentals-Special Int. Grps	15	\$23,084	52	\$26,541	39,194	\$49,625			33,991	\$24,563
40	Lockers					4,868	\$1,393			3,956	\$989
41	Subtotal Rentals	19	\$25,396	14	\$28,809	33	\$55,598	\$46,900	119%	39,812	\$31,478
42	Vending						\$1,864	\$1,300	3%		\$698
43	Donations						\$2,920	\$0	0%		\$4
44	Merchandise						\$2,431	\$0	0%		\$1,113
45	Scholarships					170	\$7,541	\$0	0%		\$0
46	Subtotal Other						\$14,755	\$1,200	1230%		\$702
47	Estimated Visits					71,233				67,230	
48	Total Revenue Earned						\$243,235.65	\$211,000	115%	\$205,376.25	

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
January 1, 2013 to November 30, 2013

Percent of year expired 91.67%

	BUDGET	Q1	Q2	Q3	ACTUALS	ACTUALS	YTD	% of BUDGET
		TOTAL	TOTAL	TOTAL	OCT	NOV	TOTAL	
REVENUE								
TAX REVENUE	\$ 680,186	\$ -	\$ 360,602	\$ 7,483	\$ 179,014	\$ 133,076	\$ 680,176	100.0%
PROGRAMS	180,000	16,573	62,079	76,095	9,970	9,031	173,747	96.5%
RENTALS	31,000	2,870	8,280	6,357	3,970	3,141	24,619	79.4%
SCHOLARSHIPS USED	-	-	(1,570)	(4,317)	(660)	(908)	(7,454)	0.0%
OTHER	-	(183)	427	(124)	(18)	(14)	88	0.0%
SALE OF MERCHANDISE	-	73	461	666	119	126	1,445	0.0%
SALE OF SWIM MERCHANDISE	-	-	-	716	213	57	986	0.0%
DONATIONS	-	5	1,199	12	1,569	145	2,930	0.0%
OPERATING LOAN	38,066	250,000	-	-	-	-	250,000	656.8%
TOTAL REVENUE	929,252	269,338	431,477	86,888	194,178	144,654	1,126,536	121.2%
EXPENDITURES								
ADMINISTRATION/OVERHEAD								
45 GROUND LEASE	10,950	-	-	10,950	-	-	10,950	100.0%
51 INTERLOCAL CITY FEES	90,000	22,500	22,500	22,500	7,500	7,500	82,500	91.7%
41 LEGAL FEES	6,240	726	350	-	-	672	1,748	28.0%
46 INSURANCE	9,912	8,672	-	-	-	-	8,672	87.5%
TOTAL ADMINISTRATION	117,102	31,898	22,850	33,450	7,500	8,172	103,870	88.7%
CAPITAL & DEBT SERVICE								
BRIDGE LOAN PAYMENT	88,245	-	19,406	30,364	10,121	10,121	70,013	79.3%
BOND PAYMENT	85,605	-	56,565	-	-	56,565	113,130	132.2%
CIP RESERVE	30,000	-	-	-	-	-	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	203,850	-	132,536	30,364	10,121	66,686	183,143	89.8%
OPERATIONS								
11 SALARIES	141,684	27,018	35,070	35,849	11,923	11,923	121,783	86.0%
12 EXTRA LABOR	118,000	9,584	37,966	48,466	13,853	10,712	120,581	102.2%
13 OVERTIME	-	-	-	1,247	152	195	1,594	0.0%
SALARIES & WAGES	259,684	36,603	73,036	85,562	25,928	22,830	243,959	93.9%
21 FICA	19,773	2,784	5,564	6,523	1,976	1,759	18,605	94.1%
23 PERS	15,106	1,870	2,931	3,838	1,345	1,280	11,264	74.6%
24 INDUSTRIAL INSURANCE	14,694	1,617	5,145	5,072	1,502	1,204	14,540	99.0%
25 LIFE, OPTICAL	1,263	252	322	325	108	108	1,115	88.3%
25 MEDICAL, DENTAL, LIFE, OPTICAL	30,939	6,029	7,735	7,735	2,578	2,578	26,655	86.2%
PERSONNEL BENEFITS	81,775	12,552	21,698	23,491	7,509	6,929	72,179	88.3%
31 OFFICE & OPERATING SUPPLIES	8,679	15,876	(10,385)	5,372	2,001	699	13,563	156.3%
31 CHEMICALS	6,500	730	997	3,427	613	397	6,163	94.8%
34 RESALE PURCHASES	-	-	840	1,706	-	120	2,666	0.0%
SUPPLIES	15,179	16,605	(8,549)	10,505	2,614	1,216	22,392	147.5%
41 PROFESSIONAL SERVICES	100	465	2,324	-	-	5,849	8,638	8638.1%
42 COMMUNICATION	4,000	629	475	436	200	275	2,015	50.4%
44 ADVERTISING	4,000	507	2,842	1,667	-	-	5,016	125.4%
45 OPERATING RENTALS & LEASES	400	-	-	297	-	-	297	74.2%
47 PUBLIC UTILITY SERVICES	103,120	10,454	20,671	17,539	4,145	5,900	58,709	56.9%
48 REPAIRS & MAINTENANCE	20,000	147	3,119	5,556	774	1,426	11,022	55.1%
49 MISCELLANEOUS	5,000	1,092	1,928	1,228	299	350	4,897	97.9%
49 CREDIT CARD FEES	3,400	346	1,416	1,870	368	220	4,220	124.1%
53 EXCISE TAX	-	-	-	-	-	-	-	0.0%
OTHER SERVICES & CHARGES	140,020	13,639	32,775	28,593	5,785	14,021	94,814	67.7%
TOTAL OPERATIONS	496,658	79,400	118,960	148,151	41,836	44,996	433,343	87.3%
TOTAL EXPENDITURES	817,610	111,298	274,346	211,965	59,458	119,854	720,356	88.1%
CHANGE IN FUND BALANCE	111,642	158,040	157,131	(125,077)	134,720	24,800	406,180	363.8%
BEGINNING FUND BALANCE	197,605	56,125	214,165	427,861	302,784	437,505	56,125	28.4%
ENDING FUND BALANCE	\$ 309,247	\$ 214,165	\$ 371,296	\$ 302,784	\$ 437,505	\$ 462,305	\$ 462,305	149.5%

Tukwila Metropolitan Park District
 Support Services Summary
 October 2013

PER TASK 10 (Multiple Items)

Dept Description	DEPT	Values	Sum of HOURS	Sum of SALARIES & BENEFITS
City Administrator/City Clerk	03		28.25	1,556.97
Human Resources	04		1.00	48.13
Finance	05		41.25	2,162.71
Parks and Recreation	07		55.50	3,438.27
Parks and Recreation	15		42.00	2,481.97
Grand Total			168.00	\$9,688.05

Activity Date (Multiple Items)

Sum of Hours	Activity Description	Total
1	ALMBERG-DIDEON, DANA	1
1	Produce & Distribute MPD packet	1
7	CARLSEN, VICTORIA	7
4	Board meeting	4
3	Review STP list of questions	3
5	CLINE, DAVID	5
4	MPD Board Meeting	4
1	MPD - Planning meeting	1
42	EATON, ROBERT	42
27.5	MPD Agenda prep	27.5
2	PM = Warranty Work	2
4	PM = Warranty Work 3hrs, FM = 1hr	4
3	Warranty Work, slide, doors	3
1.5	Warranty Work	1.5
4	Warranty Work with Contractors	4
2	FRICKE, KAREN	2
1	MPD Payroll Processing	1
1	MPD Payroll MPD Payroll Processing	1
7	JUE, LILY	7
3	Monthly MPD Bank Account Reconciliation (August 2013)	3
4	MPD monthly bank reconciliation	4
1	LAFLEUR, BRENDA	1

Tukwila Metropolitan Park District
Support Services Summary
October 2013

	PER	10
LAFLEUR, BRENDA	Pool recruitment process	1
LE, BAO-TRAN		1.5
	DIGITIZE documents	0.25
	DIGITIZE agenda	1
	Digitize audio	0.25
MCCARTHY, PEGGY		7
	MPD Meeting	3
	Response to STP request	2
	Budget, response to STP request	1
	budget response to STP request	1
		18.25
O'FLAHERTY, CHRISTY		1
	MPD: Respond to question from staff regarding budget public hearing for the MPD; Prepare draft legal notices for publication for the budget and tax levy	2
	MPD: Receipt of 11 pages of draft minutes from contracted support; review and edit; distribute; Legal Notices: Receipt of language from Finance staff to finalize public hearing notices; transmit to Seattle Times	
	MPD: Final review and edits of 11-page MPD minutes for distribution to the Board	2
	MPD: Send notice regarding MPD agenda items; communication with staff and Board President	0.5
	MPD: Receive, review, print items for extensive MPD agenda	3
	MPD: Receipt of public hearing comments for MPD meeting; communication with staff and Board President and Clerk; compile and review packet	2
	MPD: Staff support for lengthy MPD meeting 7:45 p.m.-12:30 a.m., to include preparation of public comments sheets before meeting and cleanup and document assembly after meeting	4.75
	MPD: Review raw notes and recording to prepare minute template for contractor for lengthy and complex meeting	3
SAXTON, BARBARA		2.5
	Proof/edit 9-16-13 MPD meeting minutes.	0.5
	Review/edit (2) resolutions for MPD agenda packet.	1
	Produce resolution adopting 2014 budget, including review and edit as needed.	0.5
	Create agenda sheet for 10-21-13 MPD meeting.	0.5
		29.5
STILL, RICK		12
	MPD Agenda Memos	4
	MPD Meeting	4
	MPD TPAC attendance	1.5
	MPD Grant meeting	1
	MPD TPAC KM meeting	1
	MPD Agenda prep discussion & follow up	4

Tukwila Metropolitan Park District
 Support Services Summary
 October 2013

STILL, RICK	PER	10	
	MDP 40th B-day & swim-a-thon		0
	MPD Budget		4.5
	STP ?s reponse		1.5
ZELLERHOFF, CRAIG			11
	MPD Accounting		11
JABER, SUSAN			4
	MPD - ACCOUNTS PAYABLE CLAIMS		2
	MPD - a/p processing		2
AGMATA, STACEY			3
	Adding GL codes for scholarship and updating tax for facility rentals		2
	Updating GL codes		1
TAKECHI, RICHARD			1.25
	Processing MPD Receipts		0.75
	Prepare excise tax return		0.5
HALE, PAULA			23
	Pool deposit		22
	deposit for pool		1
HANSEN, PENNY			2
	Processing MPD Receipts		2
Grand Total			168

Tukwila Metropolitan Park District
 Support Services Summary
 November 2013

PER TASK 11 (Multiple Items)

Dept Description	DEPT	Values	Sum of SALARIES & BENEFITS
City Administrator/City Clerk	03	48.25	3,550.88
Finance	05	41.75	2,570.59
Parks and Recreation	07	63.00	4,026.06
Parks and Recreation	15	22.00	1,414.02
Grand Total		175.00	\$11,561.55

Activity Date (Multiple Items)

Sum of Hours	Activity Description	Total
CARLSEN, VICTORIA		14.5
	Attended STP meeting	3
	Attend TPAC	1.5
	MPD budget documents	6
	Attend MPD Board meeting	2
	MPD support svcs data compilation	1
	MPD MOU, support svcs review, taxes	1
CLINE, DAVID		17
	MPD Meeting	3
	MPD Correspondence Review	3
	MPD Executive Director Interviews	5
	MPD Board Packet Review	3
	MPD Board Prep & Response to Board Questions	2
	MPD Board Support	1
EATON, ROBERT		22
	MPD Agenda prep	14
	Agenda Prep	5
	PM - Warranty Items Coordination 2hrs / FM - Contractor Coordination 1hr	3
FRICKE, KAREN		2
	MPD Payroll Processing	2
GARDNER, STEPHANIE		22.5
	TPAC Meeting	1
	MPD Meeting/Agenda Prep.	18.5
	Board Member Response: RE: Behavior Policy	3
JUE, LILY		2
	Accounting: October 2013 MPD Bank Reconciliation	2
LE, BAO-TRAN		2.75

**Tukwila Metropolitan Park District
Support Services Summary
November 2013**

LE, BAO-TRAN	PER		11		
	DIGITIZE documents			0.75	
	Digitize lengthy agenda packet			2	
MCCARTHY, PEGGY				3	
	Budget/Financial Statements			2	
	MOU			1	
				26.75	
	MPD: Staff support at 3 hour MPD meeting; distribute voucher sheets, minutes; CD of audio			-2.5	
	MPD: Receipt of draft minutes from 4 hour meeting from Minute Transcriptionist; review and edit to ensure high quality end product; distribute			3.5	
	MPD: Distribution of large agenda front sheet to staff and Board President for review and input; communication with staff; adding and re-arranging of items			1	
	MPD: Compile, review, print and assemble large MPD packet; correspondence to Board regarding processes at meetings			3.5	
	MPD: Finalize large packet; link to Board President for agenda review			2	
	MPD: Prepare and provide options for speaker processes for meeting; meeting with staff regarding meeting support; provide staff support from 8:00-11:30 p.m.			8	
	MPD: Respond to 2 calls from Seattle Times; communication to Board President; Begin preparation of minutes and listing of 30+ citizen comments			2	
	MPD: Completion of partial minute summary and template creation for lengthy MPD meeting to provide to transcriptionist; Communication with TPAC member and Board President regarding process for TPAC agenda submittals; Communication from Board President regarding need for additional Board Meeting; collaboration with staff and Board President regarding Chambers availability, possible dates and conflicts, and provided agenda items for consideration			3	
	MPD: Discussion regarding MPD ILA with City moving to a meeting; collaboration with City Administrator and Allan Ekberg; Preparation of draft agenda items for 12/11 Special meeting; distribute to Board President and staff with potential deadlines for packet compilation and production			3	
	MPD: Date Change for MPD Special Meeting; Review options for use of Council Chambers; contact Board President and staff with options; review amendments to Draft agenda, make changes			0.75	
	MPD: Continued discussion regarding time for special MPD meeting; receipt and review of PR request; distribute and set timelines; Review of email from Board Member Ekberg regarding onboard Executive Director and provide input to staff for coordinated response; transmit ILA to Board Attorney for edits			1.5	
	MPD: Prepare legal notification for MPD Special Meeting; transmit to newspaper and submit to staff for paper and electronic distribution; Contact Board Atty regarding pending public records request			0.5	
	MPD: Draft agenda for special MPD agenda to Board President in preparation for packet production			0.5	
SAXTON, BARBARA				1.75	
	Proofread 10-21-13 MPD meeting minutes.			0.75	
	Create agenda sheet for 11-18-13 MPD meeting + finals of (3) resolutions.			1	
				23.5	
STILL, RICK				10	
	MPD Agenda Memos			2.5	
	MPD Agenda prep			4	
	MPD Meeting			1	
	MPD Budget			1	
	MPD TSD PE classes			1	
	MPD Budget STP responses			1.5	

Tukwila Metropolitan Park District
 Support Services Summary
 November 2013

PER		11	
STILL, RICK	MPD Agenda memos outline and assignments 2.5 hrs		0
	MPF Agenda prep		1.5
	MPD VS DC MPD agenda 6-7; agenda changes 7-8p		0
	MPD CIP definitions & post meeting follow up - plan		2
ZELLERHOFF, CRAIG			10
	MPD Accounting		10
JABER, SUSAN			7
	MPD - accounts payable processing		7
AGMATA, STACEY			3
	Amended Pool rental contracts		3
TAKECHI, RICHARD			1.25
	Processing MPD Receipts		1
	Prepare excise tax return		0.25
HALE, PAULA			14
	Pool deposit		14
HANSEN, PENNY			2
	Processing MPD Receipts		1
	P-5ocessing MPD Receipts		1
Grand Total			175

Tukwila Metropolitan Park District
 Support Services Summary
 December 2013

PER TASK	12 (Multiple Items)	Values	Sum of SALARIES & BENEFITS
DEPT		Sum of HOURS	
City Administrator/City Clerk	03	50.00	3,700.11
Finance	05	14.50	680.22
Parks and Recreation	07	37.00	2,596.61
Parks and Recreation	15	19.00	1,971.77
Grand Total		120.50	\$8,948.71

Activity Date (Multiple Items)

Full Name	Activity Description	Total
ALMBERG-DIDEON, DANA		2
	Produce & Distribute MPD packet	1.5
	Set up Council Chambers for MPD meeting	0.5
CARLSEN, VICTORIA		1
	MPD Board Meeting	1
CLINE, DAVID		13
	MPD Board Support	3
	MPD Board Preparation and respond to requests	3
	MPD Meeting and Preparation	4
	MPD Board Meeting Support	3
EATON, ROBERT		19
	PM = Warranty Work	5
	Facility Alarm Response	4
	FM = Boiler Inspection	1
	PM = Warranty Work Coordination	2
	PM = Warranty Work = 3hrs	3
	PM = Warranty Work = 1hr / Pool Tour for TPAC Member Kim McCoy = 1hr	2
	Troubleshooting BECS	2
FRICKE, KAREN		2
	MPD Payroll Processing	2
GARDNER, STEPHANIE		2
	MPD Special Meeting Prep.	2
HART, MELISSA		5
	Prepare minute template for MPD Special Meeting; provide staff support at the December 10 Special Meeting.	3.5

**Tukwila Metropolitan Park District
Support Services Summary
December 2013**

HART, MELISSA	PER	12	0.5
	Cleaned-up Chambers after MPD Special Meeting for Court business next day; email status of agenda items to City Clerk in preparation of meeting agenda for Regular meeting; convert audio for uploading into the Digital Records Center and escort remaining meeting attendees out of City Hall and secure building.		
JUE, LILY		1	2
	Assist staff with updates to agenda packet materials for the December 16 Regular meeting, as directed by the Board at the December 10 Special Meeting.		
LE, BAO-TRAN		2	3.75
	Accounting: Nov. 2013 Monthly Bank Statement/GL Cash Reconciliation		
	DIGITIZE documents		0.25
	DIGITIZE agenda		3.5
			23.75
O'FLAHERTY, CHRISTY		2	
	MPD: Response to Board President regarding agenda items; response to Board Attorney regarding public records request; review of responsive records for PR request; response to board member regarding attorney review of records; review, edits and distribution of Draft 11/18 MPD minutes; attend Executive Director Meet and Greet		
			0.75
			1.75
	MPD: Finalize draft minutes from lengthy meeting for distribution to the Board		
	MPD: Receipt of responsive records from Board Attorney for PR request; compose fulfillment correspondence; distribute to requester; file electronic records for retention; Transmit draft agenda items to Board President; multiple correspondence, emails, phone calls regarding preparation of agenda items for the December 10 Special Meeting		
		3	
	MPD: Preparation of Special Meeting Agenda for 12/10 and legal notification for newspaper and posting, to include multiple communications with staff, Board President, City Administrator, and editing and finalization of memos, contracts, attachments, etc.		
		0.5	
		0.5	
	MPD: Transmit draft agenda items to Board President and staff; communicate regarding items		
	MPD: Receipt, review and response to multiple emails from TPAC members regarding the provision of minutes in agenda packets		
	MPD: Receipt and review of emails from Board members to include responses as necessary; Review and edits to MOU agenda item; Receipt of emails from multiple TPAC members regarding minutes and reports for MPD packets and respond as necessary; receipt of agenda items for 12/16 agenda to compile packet; collaboration with staff, City Administrator and Board President as necessary	3	
	MPD: Ongoing communication via phone and emails with Board President regarding meeting start time and agenda items; ongoing communication with various TPAC members regarding inclusion of minutes in the packets; prepare agenda front sheet and agenda items to include legal notification of special meeting due to time change		
		3	
	MPD: Seek final approval of MPD agenda from Board President; transmit special meeting notification to Seattle Times and provide to staff for distribution and filing; electronic distribution of email links and documents to Board and Board Attorney		0.5
	MPD: Review, respond to multiple emails from Board President and Attorney; Staff support at MPD meeting from 5:15-7:30. To include cleanup and distribution of voucher sheets, legislation and minutes		2.25
	MPD: Begin composition of MPD minutes from 12/16 meeting		2
	MPD: Complete composition of minutes; proofread and edit draft		4

Tukwila Metropolitan Park District
 Support Services Summary
 December 2013

O'FLAHERTY, CHRISTY	PER	12	0.5
MPD: Provide Jennafer Snure 2 originals of Executive Director contract to sign in City Clerk's Office; communication with Brian Snure to attain signature on the contracts, which were transmitted via USPS mail to him			
SAXTON, BARBARA			2.5
			0.5
			0.5
			0.5
			0.5
			19
			2
			1
			2.5
			2
			4
			2.5
			2
			1
			1
ZELLERHOFF, CRAIG			3.5
			3.5
JABER, SUSAN			4
			4
TAKECHI, RICHARD			1
			0.5
			0.5
HALE, PAULA			16
			16
HANSEN, PENNY			1
			1
Grand Total			120.5

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: January 11, 2014

SUBJECT: TPAC Committee Chair's Report

ISSUE

Summary of the January meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date January 11, 2014

DISCUSSION

- 1) Discussion about adding student participation to the committee resulted in a draft revision of resolution 8 as directed by the Board from their December meeting. The revised draft is being included in the agenda for the Boards January meeting.
- 2) The committee is working with the marketing subcommittee to finalize a list of special promotional events for 2014.
- 3) The committee discussed a change of day and time for our regular monthly meetings and it was unanimously approved to change our date to the 1st Saturday of every month at 8:00 am to 9:30 am. Our meeting place will remain unchanged at T.C.C.

RECOMMENDATIONS

TUKWILA POOL ADVISORY COMMITTEE

DECEMBER 4, 2013

MINUTES

TUKWILA COMMUNITY CENTER MEETING ROOM "B"

Call to order: 7:07 David Puki

Attendance: Kay Mulliner, David Puki, Vanessa Zaputil, De'Sean Quinn, Kim McCoy, Jeri Frangello-Anderson

Approval of November 6, 2013 Minutes: Vanessa made motion to approve draft minutes as presented, Kay seconded.

Business Item 1: Discussion and recommendations for adding student participation to the TPAC Committee – Dave indicated that is the consensus that TPAC would like to have student participation, just need to clarify how we go about it. Dave indicated from his experience that trying to keep interest among students is hard, especially with the early start of the meeting. Documentation of attendance is very tough. Vanessa indicated that there was a memorandum that was presented to the board that did not get addressed by the board. Vanessa indicated that she strongly disagreed with the way the memorandum was presented with position number one being redefined as a role of a student. Vanessa would rather see a student added. De'Sean spoke up that the board will be adding a student role to TPAC. It has always been the intention of the board to add a student. De'Sean made reference to what the Parks Commission just did by adding a student position. Vanessa indicated that there is an option to have more than one student membership, which she remembers other committee members liking, including Joe Duffie. It would be helpful to have a pool of students to attend. Dave wanted to bring up the fact that at the MPD October meeting this issue was brought up with no discussion with TPAC in regards to this issue. There was no consensus as to whether these positions should be an ad hoc or a voting position. Dave indicated that other board members have asked TPAC to take on this process, and there seems to be some conflicting direction from the board. TPAC would definitely like to be part of the process and are for adding a student position. De'Sean didn't think that adding the student position needed to change Resolution 8, Dave disagreed that Resolution 8 would need to be changed to reflect the student position. Dave asked the question if TPAC would like to make this a voting position. Vanessa indicated the having a student representative, does not make it a voting position. The key word being "representative". Seems to be logical to implement at the first of the year, this would be a board request. De'Sean indicated that having a sub-committee for this recommendation might be a good option to help with presentation to MPD Board. Sub-Committee volunteers, Vanessa, Dave and Jeri are to come up with the language for submission to the board for the December meeting. Vanessa made

motion to adopt language for Student Participation to the TPAC Committee, Jeri Seconded. Unanimous approval. TPAC's recommendation to the board.

"TPAC recommends adopting a change to resolution 8 that amends language to include recruiting up to four student representatives in addition to the appointed positions. It is the committee's hope that student (s) could choose to participate in a rotation or concurrently and that they are high school student(s) residing in Tukwila. It is also the committee's hope that the amendment be adopted expeditiously, and a MPD Board request be made to the school district for interested student- (s) for the remainder of the 2013/14 school year, with re-appointments and or new appointments requested each September. Attendance would be documented in the TPAC minutes and forwarded electronically to designated school officials as determined by the school district and MPD Board."

Short discussion to the memorandum that was presented at the last MPD meeting regarding positions expiring. De'Sean indicated that it is the board's decision to re-appoint the current positions and there should be no worries.

Business Item#2 –Proposed Budget – Feedback from Board: Vanessa indicated that there was a glitch with TPAC's recommendations from the November meeting being presented to the board. Vanessa forwarded the two recommendations from TPAC to the board just to be sure they were seen. Vanessa indicated that the Scholarship questions were addressed and as a committee we should still go through and address that the questions at hand. It is important as a committee that this information be reviewed. Dave asked if we thought there was enough in the Scholarship fund for next year, looking around the room looks like fundraising will be needed to supplement the fund. Evaluation of the program will need to be reviewed.

#3: Update TPAC process to submit items for MPD Agendas – Vanessa had a conversation with the city clerk to address how to better have TPAC's minutes, reports and chair reports to be included in the MPD Board meetings. She indicated that correspondence be directed directly to the City Clerk's Office for inclusion in the packet. The City Clerk also did indicate that if we don't hear back within 24 hours to follow up with email. De'Sean did also ask that with the addition of an Executive Director be added that this information will also be directed to the director. Dave indicated that all communication upon the hiring of the Executive Director be sent to the ED. Vanessa was very cautious of this until the ED is hired. We will now include all information to the City Clerk, until the hiring of the ED and further direction is given.

De'Sean wanted the minutes to reflect before leaving the meeting, that this will be his last meeting as the MPD Clerk, there have been some disagreements in the past, but he has always felt very welcomed. TPAC has very much appreciated De'Sean's participation and we wish him the best of luck as the Board President.

#4: Recommendation to MPD Board regarding process direction and updates to TPAC: Vanessa indicated that one of her frustrations is knowing where we get our direction. If we are not at attendance at a MPD meeting, we have no idea of the direction that is being given to TPAC. It would be great if we could receive the information in a formal recommendation from the board. De'Sean asked

what we think this would look like. Vanessa mentioned a previous MPD meeting where members had asked that TPAC should be asked to weigh in. As a TPAC member it would be great if specific direction could be provided by the board. Dave asked that if revisions could also be included. Vanessa made a motion that "TPAC makes recommendation that specific direction, information, revisions and updates from the board to TPAC via email to TPAC chair in advance of the committee's meeting." Kim seconded. Unanimous vote by all members.

Business Item 5: Marketing Update: Jeri reported that there was great attendance at the Marketing Committee by Staff, STP, Board and TPAC. Amy reported briefly about the wins for 2013, Global to Local, the Women's only Swim, and High School Swim Program. Ideas for marketing brainstorming were presented and captured on a white board. Ideas presented were email capture, eblasts, promoting partnerships with Tukwila businesses. Selling yearly passes at a black Friday rate, wellness programs with businesses in Tukwila, Group Health, Boeing, Costco, etc. Continuing with e-newsletter, continue monthly or quarterly?, Hotel Advertising, Business brochure to help with marketing to businesses, rental program, annual event calendar, marketing to home schools. On-line registration incentive, Amy indicated that the Tukwila Pool has a great relationship with the Tukwila Reporter. Family rate to be presented to the board according to Amy, On-Line registration, city currently very anxious to get this program started there are some IT issues that the city is working through. Survey to help find out what people would like to see offered, what they don't like what could change. Kim mentioned handing out flyers within a few block radius of the pool, current marketing of merchandise at the pool, need better advertising to promote. Kay handed out order form for ordering shirts. Offer an incentive for yearly membership or renewal sign up to receive a free sweatshirt. Getting zip code directory, Kim Volunteered to help with capturing this information, but privacy issues could be an issue. The next marketing meeting is in January to work through all the ideas to help with 2014 – 2015 marketing. SWOT was also brought up, I didn't realize that when I brought up this idea that this was a full scale training program. There was some enthusiasm to go forward with this training at a future meeting. Jeri indicated that after the January Marketing Meeting to have Marketing Plan for 2014 presented to TPAC. Vanessa asked if Seattle Southside was mentioned to help with marketing to businesses. Alaska Airlines flight training was a big hit, possibly marketing in the Alaska Airlines Magazine. ROI on all marketing ideas. Vanessa asked if there was a detailed plan, and at the next marketing meeting the hope would be to come up with a more detailed plan by using all the ideas that were presented.

Business Item 6: Review customer feedback: Vanessa emailed the spreadsheet with all the customer comments that were collected. Vanessa made the suggestion if the committee would be ok to remove the lower verbiage on the suggestion card, regarding personal information and confidentiality as per legal. Dave made motion to remove the confidentiality statement from the bottom of the suggestion cards, Jeri seconded. Vanessa indicated that one of the commissioners had requested a separate column be added "Response needed". Vanessa made comment to the first suggestion provided and that there is only one policy which is the scholarship policy and TPAC totally supports this policy. Dave also made mention that this comment should be turned over to the board or future ED to investigate. The only comment card that asked for a response was number# 10. Dave noted that we are seeing some trending

items that are repeating month to month, at these are the suggestions that need to be addressed on a regular basis, for example the showerheads have had comments numerous times. Kim indicated that he has talked with Malcom regarding maintenance and is working with him to set up a time to meet.

Vanessa made motion to adjourn, Jeri seconded.

Meeting adjourned 8:31.