

Meeting of the Board of Commissioners

TUKWILA POOL 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, June 25, 2014, 5:30 PM
Tukwila City Hall Council Chambers

Resolution #20

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

2. CITIZEN COMMENTS

3. CONSENT AGENDA

- a. Approval of minutes: 4/23/14 (*Regular Mtg.*)
- b. Approval of vouchers.

4. REPORTS

- | | |
|--|--------|
| a. Commissioners | Pg. 1 |
| b. Executive Director | Pg. 3 |
| c. Executive Director Committee | Pg. 11 |
| d. Operator | Pg. 13 |
| e. Financial & Support Services <ul style="list-style-type: none"> • Jan-April financial report • April & May support services detail | |
| f. Tukwila Pool Advisory Committee: <ul style="list-style-type: none"> • TPAC Chair report (from May & June) • TPAC meeting minutes (April & May final & June draft) | Pg. 29 |

5. BUSINESS ITEMS

- | | |
|---|--------|
| a. ILA update | |
| b. Expanded report from Operator regarding maintenance and staffing plans | Pg. 43 |
| c. Resolutions reframing TPAC (revised) | Pg. 45 |
| d. Transfer of Title Agreement approval | Pg. 51 |
| e. Next meeting is July 23, 2014. | |

6. MISCELLANEOUS

7. EXECUTIVE SESSION

8. 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 Pool Metropolitan Park District Board meetings are audio taped.

Tukwila Pool Metropolitan Park District

Mission, Vision, & Goals 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 financially 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 Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: June 25, 2014

SUBJECT: **Executive Director's Report**

ISSUE

Update on TPMPD operations

FINANCIAL IMPACT

None

BACKGROUND

This informational memorandum is to update the Board on the work of the Executive Director

DISCUSSION

Between April 18 and June 19, the following has been accomplished:

- a. Attended 2 TPAC meetings
- b. Facilitated 2 Executive Director Committee (EDC) meetings & prepared minutes for both
- c. Reviewed audio and revised minutes from the April MPD meeting
- d. Drafted reports, memos & related documents to create the packet for June meeting
- e. Created a 2014 Executive Director Work Plan
- f. Drafted an overview of sponsorship policy options for the EDC
- g. Received Aquatic Facility Operator (AFO) certification
- h. Traveled to Port Angeles to meet with Steve Burke
- i. Organized logistics for and attended Board Retreat
- j. Solicited guidance from WCIA rep on policy priorities
- k. Developed an estimated 5-year budget for self-operated pool model

RECOMMENDATION

None

ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: June 19, 2014

SUBJECT: **Executive Director Committee Report**

ISSUE

Report on the Executive Director Committee meetings

FINANCIAL IMPACT

None

REPORT

The Executive Director Committee (EDC) held meetings on May 8th and June 19th 2014.

As a result of the May meeting, the Executive Director...

1. Provided the Committee with multiple sponsorship policy options to review
2. Worked with the operator on developing a standard process for handling safety and maintenance issues
3. Became AFO certified

In preparation for the June meeting, the ED...

1. Consulted with our WCIA rep on their priorities regarding MPD policies
2. Developed an estimated 5-year budget for self-operation

ATTACHMENTS

- Agenda and approved Summary Minutes from EDC meeting 5/8/2014
- Agenda from EDC meeting 6/19/2014

TPMPD Executive Director Committee
Meeting Agenda

June 19, 2014

5:30pm – 6:30pm

Hazelnut Conference Room, Tukwila City Hall

Attendees: De'Sean Quinn, Dennis Robertson, Verna Seal, Jennafer Price Cargill

- I. Open Items
 - A. Executive Director position description
 - B. Direction on Sponsorship policy options
 - C. Operator's response loop
 - D. AFO class follow-up
- II. New Items
 - A. Developing additional policies; including topics recommended by WCIA:
 - 1. Operator's response loop procedures - how does our operator handle issues that are brought to their attention
 - 2. HR policies – specifically: employee screening & training standards
 - 3. Public safety policies – things like daily walk-through/hazard checks and emergency evacuation procedures
 - B. Overview of future operational options
 - 1. Contracting an operator
 - 2. Self-operating
 - C. Suggestion box items from May
- III. Agenda Items for Next Month
- IV. Action Items
- V. Adjournment

TPMPD Executive Director Committee Meeting Agenda & Summary Minutes

May 8, 2014
5:30pm – 7:10pm

Approved via email

Attendees: De'Sean Quinn (BP), Kate Kruller, Kathy Hougardy, Jennafer Price Cargill (ED)

Guests: Stephanie Gardner, Christine Neuffer, Vanessa Zaputil, Ellen Gengler, Diane Myers, Kim McCoy, David Cline

I. Operator Items

A. Pool-related proposed policies

Stephanie Gardner presenting: The City would like to see the MPD implement these policies as they promote the goals and objectives of both entities. The funder does not require implementation but would appreciate concurrence. The Committee asked for the City's expected timelines for MPD implementation, actual costs and some information on the expense tracking process. Once implemented, all budget impact would be on the MPD, not the City.

1. 3rd Grade Swimming Lesson Voucher program (P&R policy #700.02)

This policy was piloted in 2012-2013 and 21 vouchers were redeemed, valued at \$1045 worth of lessons (not including indirect costs), additional lessons purchased totaled \$1972. So far in 2013-2014, nine vouchers have been redeemed valued at \$360 and an additional \$1322 in lessons have been purchased.

2. Youth Guard Start program (P&R policy #700.03)

In addition to the general info requested above, the Committee asked for more specific information on the parameters of this program.

B. Operator's process for addressing issues

David Cline responding: David requested that he be included in the direct distribution of the suggestion box items as he does not receive them from his staff. David and Jennafer agreed that they will work together to formalize the response loop for all other issues and concerns.

II. Open Items

A. Executive Director position description review

Kathy and Jennafer will work on this jointly and return to the committee with a recommendation.

B. Response to pool staffing plan

The Committee requested the Operator provide the Board as a whole with an overview and explanation of their plan and answer all questions directly at the next MPD meeting.

C. Sponsorship policy options

The ED provided the Committee members with a packet of information that included two sample policies (one simple, one detailed), some additional information on Criteria, a sample agreement form and some information on next steps after the policy is developed. The committee members were asked to review the packets and send the ED their thoughts on direction for the policies and to cc the other Committee members. The BP requested two additional samples for review.

D. Scholarship reporting request

The Operator has been asked to include data on Scholarships requested, approved and redeemed in the monthly operations report. A sample reporting format was provided as illustration. The Committee agreed that the data would address the TPMPD's needs, but that the format should be revised for clarity. Specifically, the three data points (# requested, # approved, # redeemed) need to be better delineated to show that they are not connected.

E. AFO training follow-up

The ED has found a local AFO training in June. Additionally, WCIA will reimburse the MPD for the \$400 cost of this 2-day course. The Committee supports the ED in attending the June training and requests a briefing afterward.

F. New TukwilaPool.org website

Some committee members report that they have reviewed the new site and are pleased with the results. The ED now has full access and is making all revisions and updates.

III. New Items

A. TPAC event proposal

TPAC is proposing a bridge event between Touch-A-Truck and the \$1 swim on July 26th. They are in the process of soliciting support from the Operator and the School District. The event would be held on the pool grounds, and would run from about 1:30 to 5:00pm. Ideas for the event include offering food, drinks and treats, activities, promotion for the pool and possibly some fundraising efforts to support the scholarship program. The Board as a whole supported the general idea during the last MPD meeting. The EDC encouraged them to continue their efforts.

B. From April MPD Meeting

1. ILA revision provided to City

The ED provided the Committee with a draft copy of the latest ILA which includes all requested revisions discussed at the last MPD meeting. This version was sent to the Assistant City Attorney for review and response.

2. TPAC resolutions

The ED provided the Committee with a draft copy of the revised TPAC resolution which will be brought before the Board at the next MPD meeting.

3. Transfer of Title

The ED informed the Committee that the Transfer of Title will be brought back before the Board at the next MPD meeting and any reference to an inspection will be deleted.

C. Suggestion box items from April

The ED distributed a spreadsheet with the comments from the last batch of cards pulled from the Suggestion Box.

IV. Agenda Items for Next Month

- *Sponsorship policies*
- *ED position description*
- *Operator's process for addressing issues*

V. Action Items

- *De'Sean, Kathy & Kate will individually review the Sponsorship packet and provide Jennafer will their thoughts before the next EDC meeting, cc'd to the other committee members.*
- *Jennafer will send the committee members additional sponsorship policies to review*
- *Jennafer & Kathy will work on revising the ED position description*
- *Jennafer & David will develop a standard process and timeline for the Operator to receive and respond to issues*
- *Jennafer will register for the AFO training in June*

VI. Adjournment – 7:10pm

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director



DATE: June 18, 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

Program Revenues: April 2014 revenues totaled \$18,997 as compared to \$19,999 in 2013; May 2014 revenues totaled \$17,724, as compared to \$22,392 in 2013.

Swimming Education Programs:

Staff taught swim lessons to students attending the Academy School, grades Kindergarten High School throughout April and May.

The Foster High School PE Swimming classes ended on Tuesday June 17th with 21 boys and 12 girls passing the course. Foster High School Principal, Pat Larson, indicated that the class would not be offered next school year and she was in the process of notifying those students who had signed up.

Malcolm Neely visited with fifth graders at Cascade View Elementary and led a water safety presentation to 80 students. The students then walked to the pool the following day for a pool party. It was a great way for students to end the year and a great opportunity to promote water safety.

The final Foster High School Boys PE Swim Class occurred in early June. At the beginning of the session five out of 21 students could not swim, by the end of the class all students were swimming and all passed the class with new lifesaving skills.

Special Events:

The World's Largest Swimming Lesson: The Tukwila Pool will be joining hundreds of pools throughout the world to participate in instructing the world's largest swim lesson on Friday, June 20, 2014. The lesson begins at 8:00 am.

Floating Movie Night: Finding Nemo will be featured at the Pool on Saturday, June 21, 2014 beginning at 8:00 pm.

Tukwila Turtles Special Olympics Swim Team Regional Meet: Tukwila Turtles Athletes took home a total of twenty medals and two ribbons from the Special Olympics Washington State Meet on Saturday May 31st.

Maintenance: Staff continued to perform maintenance activities at the pool, including daily inspections of the pool system and chemicals. Specifics include drain cleaning, lubing, deck cleaning, coordinating maintenance contractors, fixing leaking plumbing, and electrical work. There are several small projects going on that staff is handling as well. In particular, this past month staff has been coordinating with McKinstry's sub-contractor for the issues with the VFD, pump and filter system. The contractor made some changes in the last couple of weeks to the system after working closely with staff to achieve the necessary desired outcome. The system appears now to finally be operating properly and is in the middle of its first test.

Staffing: Staff have been staying afloat throughout the past couple of months. There have been a few challenges however full time staff and seasoned lifeguards have been able to stand in and help when needed.

Suggestion Box Follow Up Items: Executive Director Cargill provided copies of suggestion cards that were received in April and May. The follow table addresses how suggestions were handled on our behalf.

Suggestion Box - Follow up for cards received 3/19/2014 through 6/2/2014

Date	Topic	Response
March – several cards	Water Aerobics Time	Water Aerobics will be moved back to the 6:00 pm start time.
3/27, 4/8	Broken Shower Nozzles	Shower nozzles have been replaced or repaired.
5/1/14	Swim start times	Staff have been reminded not to allow open/family swimmer participants to enter the pool until designated time(s) begin.
5/27/14	Swim Lesson Ratio	Staff follow a ratio of 1 instructor to 5 students for beginner lessons, and a 1:6 ratio for all other lessons. The American Red Cross recommends a 1:10 ratio for parent/tot, 1:6 for beginner, and a 1:7 to 10 for all other lessons.
6/2/14	Floors	Staff is doing their best to address this issue by scheduling additional cleaning times - both with the machine and with a hand mop.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Jennafer Price Cargill, Executive Director

BY: Vicky Carlsen, Deputy Finance Director

DATE: June 18, 2014

SUBJECT: Monthly Financial Report

ISSUE

Monthly financial report.

FINANCIAL IMPACT

DISCUSSION

April 2014 has been closed and reconciled. Total revenue for the month of April is \$225,123.

Total expenditures for the month are \$75,974. The financial report attached provides additional information detailing the total revenue and expenditures. The charge of \$8,674 for repairs & maintenance is to relocate a pump.

Also attached is the May Support Services report detailing City support services for the MPD.

RECOMENDATION

For information only.

ATTACHMENTS

- A. April Financial Statement
- B. April Support Services Report
- C. May Support Services Report
- D. 2014 MPD Support Services Graph

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
January 1, 2014 to April 31, 2014

Percent of year expired 33.00%

	BUDGET	Actual Results			Q1		YTD TOTAL	% of BUDGET
		JAN	FEB	MAR	TOTAL	APR		
REVENUE								
TAX REVENUE	\$ 704,395	\$ 1,356	\$ 5,595	\$ 19,258	\$ 26,209	\$ 202,278	\$ 228,487	32.4%
PROGRAMS	191,800	12,905	9,799	19,160	41,863	16,530	58,394	30.4%
RENTALS	54,510	11,501	3,352	3,143	17,996	1,155	19,151	35.1%
SCHOLARSHIPS USED	(10,000)	(527)	(1,070)	(1,518)	(3,115)	(198)	(3,313)	33.1%
OTHER	-	(11)	(24)	(20)	(55)	(13)	(68)	0.0%
SALE OF MERCHANDISE	2,000	137	109	144	389	167	556	27.8%
SALE OF SWIM MERCHANDISE	-	162	186	211	558	228	786	0.0%
DONATIONS	1,000	33	25	20	78	-	78	7.8%
GRANT	30,000	-	-	-	-	4,976	4,976	16.6%
TOTAL REVENUE	973,705	25,555	17,972	40,397	83,924	225,123	309,047	31.7%
EXPENDITURES								
ADMINISTRATION/OVERHEAD								
11 SALARIES	45,000	1,875	3,750	3,750	9,375	3,750	13,125	29.2%
21 FICA	-	143	287	287	717	287	1,004	0.0%
24 INDUSTRIAL INSURANCE	-	6	12	7	25	(1)	24	0.0%
31 OFFICE & OPERATING SUPPLIES	5,000	-	1,989	-	1,989	-	1,989	39.8%
41 LEGAL FEES/PROFESSIONAL SERVICES	14,000	-	1,271	1,512	2,783	690	3,473	24.8%
42 COMMUNICATION	-	-	-	-	-	284	284	0.0%
43 TRAVEL	-	-	4	-	4	-	4	0.0%
45 GROUND LEASE	10,950	-	-	-	-	-	-	0.0%
46 INSURANCE	11,000	10,185	-	-	10,185	-	10,185	92.6%
48 REPAIRS & MAINTENANCE	-	-	208	-	208	-	208	0.0%
51 INTERLOCAL CITY FEES	79,200	7,195	4,478	2,908	14,581	7,756	22,337	28.2%
TOTAL ADMINISTRATION	165,150	19,404	11,998	8,464	39,867	12,766	62,633	31.9%
CAPITAL & DEBT SERVICE								
BRIDGE LOAN PAYMENT	121,458	10,121	10,121	10,121	30,364	10,121	40,485	33.3%
BOND PAYMENT	113,130	-	-	-	-	-	-	0.0%
CIP RESERVE	30,000	-	-	-	-	10,121	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	314,588	10,121	30,364	10,121			40,485	12.9%
OPERATIONS								
11 SALARIES	148,848	11,951	11,923	11,923	35,797	12,074	47,871	32.2%
12 EXTRA LABOR	140,000	11,726	12,157	15,465	39,348	16,481	55,829	39.9%
13 OVERTIME	5,000	145	745	337	1,226	124	23,822	27.0%
SALARIES & WAGES	293,848	24,825	27,725	76,372	28,679		105,051	35.7%
21 FICA	22,005	1,811	1,888	2,110	5,808	2,183	7,991	36.3%
23 PERS	16,379	1,345	1,478	1,574	4,398	1,697	6,095	37.2%
24 INDUSTRIAL INSURANCE	18,050	1,452	1,428	1,696	4,576	1,635	6,211	34.4%
25 LIFE, OPTICAL	1,391	101	110	116	326	101	427	30.7%
25 MEDICAL, DENTAL, LIFE, OPTICAL	30,937	2,578		2,578	2,578		10,313	33.3%
PERSONNEL BENEFITS	88,762	7,735	2,578	7,287	7,482		31,036	35.0%
31 OFFICE & OPERATING SUPPLIES	10,000		8,073	22,843	8,193		3,072	30.7%
31 CHEMICALS	7,375	276	618	1,534	2,428	644	2,952	40.0%
RESALE PURCHASES	1,500	707	886	679	2,271	680	306	20.4%

34 SUPPLIES	18,876	54	159	-	213	93	1,037	6,330	33.5%
COMMUNICATION	2,200	1,663	2,213	4,912	1,418	-	-	618	28.1%
42		103	278	83	464	154			
44 ADVERTISING	10,000	-	415	778	1,194	-	-	1,194	11.9%
45 OPERATING RENTALS & LEASES	750	-	-	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	80,000	-	7,218	6,704	13,922	5,545	-	19,467	24.3%
48 REPAIRS & MAINTENANCE	20,800	261	1,425	667	2,352	8,674	-	11,026	53.0%
49 MISCELLANEOUS	5,200	1,252	558	(162)	1,648	222	-	1,870	36.0%
49 CREDIT CARD FEES	4,500	266	247	343	856	201	-	1,057	23.5%
OTHER SERVICES & CHARGES		10,142	8,413	20,436	14,797	34,026	44,112		
TOTAL OPERATIONS	123,450	46,424	124,562	53,087				35,232	28.5%
	524,935	63,552	66,231	65,009	194,793	75,974		177,649	33.8%
TOTAL EXPENDITURES	1,004,673	(37,997)	(48,259)	(24,612)	(110,868)	149,149		270,767	27.0%
CHANGE IN FUND BALANCE	(30,968)							38,280	-123.6%
BEGINNING FUND BALANCE	440,537	319,430	281,433	233,174	319,430	208,562		319,430	72.5%
ENDING FUND BALANCE	\$ 409,569	\$ 281,433	\$ 233,174	\$ 208,562	\$ 208,562	\$ 357,710		\$ 357,710	87.3%

Tukwila Metropolitan Park District
 Support Services Summary
 April 2014

Dept Description	DEPT	Values	Sum of HOSum of SALARIES & BENEFITS
Mayors Office	03	70.00	3,801.51
Finance	05	21.50	1,175.98
Parks and Recreation	07	27.00	1,171.33
Information Technology	12	9.25	536.58
Parks	15	8.00	365.68
Grand Total		135.75	\$7,051.08

Overhead Expense 10% \$705.11
 Invoice Total \$7,756.19

Sum of Hours	Activity Description	Total
ALMBERG-DIDEON, DANA		3
	Set up chambers for MPD meeting	0.5
	MPD: PR: Neuffer: Pull documents from MPD folder in file cabinet and copy petition documents	1.5
	Scan minutes and copy audio into DRC (put items away from meeting)	1
CARLSEN, VICTORIA		0.5
	public records request	0.5
EATON, ROBERT		2
	Door removal	2
FRICKE, KAREN		2
	MPD Payroll Processing	2
GARDNER, STEPHANIE		1
	Operations Report Prep.	1

**Tukwila Metropolitan Park District
Support Services Summary
April 2014**

HART, MELISSA

MPD: Finished review of 1,690 emails for the Neuffer request to determine: responsiveness, City Attorney review needed, MPD Attorney review, questions and issues. Reviewed 55 emails and met with City Attorney to discuss status of request.	2	18.25
MPD: Begin review of 1,677 emails for the Neuffer request to determine: responsiveness. City Attorney review needed, MPD Attorney review, questions and issues. Reviewed 244 emails.	3	
MPD: Continued review of 1,690 emails for the Neuffer request to determine: responsiveness, City Attorney review needed, MPD Attorney review, questions and issues. Reviewed 154 emails.	1.5	
MPD: Continued review of 1,690 emails for the Neuffer request to determine: responsiveness, City Attorney review needed, MPD Attorney review, questions and issues. Reviewed 554 emails.	3	
MPD: Continued review of 1,690 emails for the Neuffer request to determine: responsiveness, City Attorney review needed, MPD Attorney review, questions and issues. Reviewed 670 emails.	3.5	
MPD: Review March MPD meeting minutes from ED, edit (changing Board Member to Commissioner)for consistency, distribute via email and paper copies to MPD Board of Commissioners with timeline for review.	1	
MPD: PR-Neuffer begin review of City's responsive documents for the public records request.	0.5	
MPD: PR-Neuffer Continued review of potentially responsive emails with Assistant City Attorney (405 emails), finalize the review and transfer them to the "Responsive" folder.	2	
MPD: Meeting with MPD attorney to discuss Neuffer records request 15 minutes past my scheduled shift.	0.5	
MPD: Telephone assistance at 11:02 p.m. to Commissioners relating to the audio equipment - 15 min.	1.25	
MPD: PR-Neuffer review 201 emails for responsiveness (specific key word search) for 1 hour, and begin meeting with MPD attorney at 4:45 p.m. regarding responsive emails and documents for the Neuffer request.	7.75	

LE, BAO-TRAN

MPD: Neuffer PRR - HTML coding to pull up 15 customized keyword searches including date range	4
MPD: Neuffer PRR - review customized keyword search links to ensure accurate results	1.5
MPD: PR: Neuffer: hard code URL links for 3 additional keywords and test links for accuracy	0.5
MPD: digitize agenda	1.5
MPD: digitize minutes	0.25

MARCUM, MICHAEL

MPD- PRR for Neuffer - Creation of shared folder structure for PRR	4.5
MPD- PRR for Neuffer - Helped Jenmafer to export email in a format Christy is able to use.	0.25
MPD- PRR for Neuffer - Documentation search	0.25
Working on Malcolm's computer.	1
	3

O'FLAHERTY, CHRISTY

28

**Tukwila Metropolitan Park District
Support Services Summary
April 2014**

MPD: PR Request Neuffer: Receipt of extensive public records request; review/distribute to City staff and attorneys and MPD staff and attorneys; provide input on keyword searching and provide same list to MPD and Attorney for similar search of MPD records; collaboration with ED regarding methods for identifying responsive documents; work with IT and attorneys to establish a shared network drive for key staff members to review approximately 1450 emails and documents from initial search 2

MPD: PR Request Neuffer: Phone call and message to requester for clarification; Collaboration with pool staff regarding identification of responsive records to PR request; create repository for file sharing and receive some responsive records for review; based on my review, additional input to IT regarding additional keyword searching for gender swim records; collaboration with ED to perform additional search based on new keywords and coordinate use of FTP site to transfer records to my office, necessitating assistance from IT; 2.5

MPD: PR Request Neuffer: Email requester regarding clarifying questions and receive follow-up phone call with extensive conversation to clarify various questions about identifying multiple single gender swim records; communicate information to pool staff and answer questions about next steps; follow-up email to requester to verify understanding of clarifying discussion 1.5

MPD: PR Request Neuffer: Additional clarifying email with requester to include follow-up in writing to requester; compose email to staff with clarifying information for use in records searching and identification; distribution to ED; Receipt of TPAC minutes from member; Respond and send on to ED 1.5

MPD: PR Request Neuffer: Receipt of information from pool staff, meeting with pool staff member and review of followup information and review of preliminary responsive records 1.5

MPD: PR Neuffer: compose 5-day letter with installment timeline and distribute to requester and staff; Review of responsive electronic records from ED; concern about format of emails and attachments; contact ED and IT to provide assistance 1

MPD: PR Neuffer: Upon review of preliminary documents, outreach to additional staff members occurred with direction on identifying applicable file series; lengthy email direction to staff that included guidance to Executive Director of MPD; initial test run of searching entire repository of Digital Records Center with test keywords; Request to IT to assist ED with issues associated with searching her separate systems; Communication with police staff regarding any records they may have that would be responsive 2

MPD: PR: Neuffer: Receipt of complete keyword list from IT; modifications made for greater responsiveness and generation of additional records for review; Provision of complete keyword list to Digital Records Coordinator with direction on effectuating search through entire repository of DRC; Communication with Finance staff regarding identification of paper records not captured in electronic search; multiple communications involving Finance Director and Deputy Director; Email and phone communication with IT Technician for information regarding technology systems being searched for inclusion in the file; contact Executive Director with additional keyword search criteria for searching separate MPD systems; Contact Mayor's staff regarding identification of paper records that may be responsive 2.5

MPD: PR: Neuffer: Communication with ED regarding issues associated with responsive emails; download responsive documents from FTP site; collaboration regarding 4/23 agenda; create example public notice documents for Executive Sessions; Retreats; work sessions 2

MPD: PR: Neuffer: Review documents provided as responsive to include links to Digital Records Center 1

MPD Agenda: Collaboration with ED regarding preparation of 4/23 agenda 1

MPD: PR: Neuffer: Ongoing collaboration with staff to identify responsive records with contact to Pool staff and ED regarding types of responsive records and the provision of electronic records where possible; retrieval of documents from ED from FTP site; additional electronic search for term "gender only" in both City and MPD systems with approximately 1600+ emails and documents to review for responsiveness; Incorporate electronic documents from Parks & Rec into common drive for review 2

MPD: PR: Neuffer: Communication with Aquatics Specialist regarding ongoing identification and provision of responsive records relating to attendance sheets, point of sale records, rental contracts, etc.; MPD Agenda: Communication with MPD Attorney and Council staff regarding Executive Session language for the agenda; contact ED regarding agenda packet issues; 1.5

MPD: Review of MPD agenda packet; receipt of email from MPD Attorney; Prepare Executive Session language for Board President 1

MPD: PR: Neuffer: Phone conversation with pool staff regarding identifying records for request. 0.25

MPD: PR: Neuffer: Receipt of phone call from requester regarding next steps to submit a new request; receipt of emailed PR request; distribute to staff and set timelines 0.5

O'FLAHERTY, CHRISTY

**Tukwila Metropolitan Park District
Support Services Summary
April 2014**

MPD: PR: NEUFFER1: Contact ED and MPD Attorney regarding upcoming responsiveness date and status of Attorney-Client records; review and document responses; meeting with Aquatics Program Coordinator for receipt of paper records, discussion about electronic files and additional records to be identified; PR: NEUFFER2: Receipt of responsive records from Parks & Rec; follow-up for clarity regarding content; distribute to Attorneys and ED for review and release	2
MPD: PR: Neuffer2: Receipt of response from MPD Atty regarding responsive records; correspond with City Atty for approval to release; compose fulfillment letter and distribute to requester with responsive records 2 days after receipt of request.	0.75
MPD: PR Neuffer: Receipt and review of responsive records	0.5
MPD: PR: Neuffer: Prepare responsive records for first installment; assess charges; compose installment letter and distribute to requester	1
ZELLERHOFF, CRAIG	13
MPD Accounting	13
JABER, SUSAN	2.5
MPD ACCOUNTS PAYABLE PROCESSING	2.5
AGMATA, STACEY	4
Aquatics PRR	2
Neuffer public records request	2
EBERLE, TAMARA	0.25
public records request	0.25
JAEGER, BRIAN	6
mowing, line trim, blowing	2
spraying	1
line trimming	1
mowing, line trim, litter p/u	1
pool mowed litter p/u	1
TAKECHI, RICHARD	1.5
Process MPD receipts	0.5
Prepare MPD excise tax return	0.5
Processing MPD receipts.	0.5
HALE, PAULA	22

**Tukwila Metropolitan Park District
Support Services Summary
April 2014**

	pool deposit	22
COMPTON, ERIC		0.75
	Public Records request document search	0.25
	Troubleshooting cellular wi-fi hot spot	0.5
KIRBY, SCOTT		13
	Designing and testing new website for tukwilapool.org	10
	Work on updated tukwilapool.org website	3
HANSEN, PENNY		2
	Processing MPD Receipts	2
BOLLINGER, GUY		0.75
	PRR-Neuffer-File index search for police department	0.5
	PDR search of files	0.25
MIOTKE, MARY		3
	PRR Neuffer	3

Grand Total 135.75

Tukwila Metropolitan Park District
 Support Services Summary
 May 2014

Dept Description	DEPT	Values	Sum of SALARIES & BENEFITS
Mayors Office	03	24.25	1,727.49
Finance	05	18.50	974.00
Parks and Recreation	07	43.00	2,024.17
Public Works	13	1.50	61.75
Parks	15	12.00	676.05
Grand Total		99.25	\$5,463.46

Overhead Expense 10% \$546.35

Invoice Total \$6,009.81

Sum of Hours	Activity Description	Total
0.25	ALMBERG-DIDEON, DANA	

CLINE, DAVID
 Send to email group notice regarding MPD retreat. Post on bulletin board and file in legal notice drawer.

CLINE, DAVID

Reviewing MPD Audio from April 23, 2014 Meeting

Executive Director Committee

MPD Retreat Preparation and Attendance

EATON, ROBERT

Routine Deep Clean Acid Wash

Backwash and Facility Maintenance = 2.5hrs / Agenda Prep = 1.5hrs

FRICKE, KAREN

MPD Payroll Processing

GARDNER, STEPHANIE

MPD Public Records Request Research

MPD: Public Records Request Research

EDC Meeting Prep. and Meeting attendance

Public Records Request Response

HART, MELISSA

MPD: PR-Neuffer discuss with Pool and Parks and Recreation staff status of documents responsive to the request; create CD of all responsive documents for review by MPD Attorney; travel to Des Moines office of MPD Attorney to drop off CD and pick-up his revived/redacted emails responsive to the request that will be provided in the 2nd installment.

MPD: Copy and distribute April 23rd MPD Board Meeting Minutes to Commissioners 0.25

MPD: PR-Neuffer: Compiled records that were reviewed/redacted by the MPD Board Attorney and Tukwila Assistant City Attorney in preparation of providing the 2nd installment (and final) to the requestor. Reviewed status of request and records provided in the 1st installment. Researched use of an FTP site as a way to increase expediency and expand on current processes in fulfilling public record requests. This time includes travel time to retrieve records from the MPD Board Attorney. 2.5

MPD: Received the April 23rd MPD Meeting minutes from Executive Director (edited). Reviewed minutes and began identifying suggested changes and emailed back to Executive Director seeking clarification. 0.75

MPD: Incorporated changes to the April 23rd MPD meeting minutes and final review. 0.5

JUE, LILY

5

Finance/Accounting: Reconciling MPD Jan. 2014 bank stmnt & GL Cash. 1

Finance/Accounting: Reconciling MPD Feb. 2014 bank statement 2

Finance/Accounting: Reconciling MPD Jan. 2014 bank statement. 2

W:\Users\Craig\MPD\2014 Financials\City Support Services\2014 City Support Services Detail

**Tukwila Metropolitan Park District
Support Services Summary
May 2014**

KING, JAMES

10

acid wash pool deck 4

do maintenance at pool 6

LE, BAO-TRAN

0.5

Digitized records 0.5

O'FLAHERTY, CHRISTY

6

MPD: PR: Neuffer: Contact P&R staff, webmaster and desktop publisher to ensure records associated with social media, the website and paper publications associated with single gender swim were provided for this request; Begin review of various records types from P&R staff gleaned from network document searches were responsive to the request <extensive>

3

MPD: PR: Neuffer: Collaboration with Deputy City Clerk regarding review of pool records for responsiveness; status of City Attorney and MPD Attorney review; process for next steps

0.5

MPD: PR: Neuffer: Request for WCIA Audit record; Receipt of record; communication with MPD Attorney for approval to release; communication with MPD Executive Director regarding next steps

0.5

PR: MPD: Neuffer: Review of correspondence and status of responsive records; collaboration with the Deputy City Clerk and Asst City Attorney, contact requester regarding process for transmitting electronic records; preparation of fulfillment correspondence for 2nd and final installment of large request 2

STILL, RICK

5

MPD ED & TPAC RE: event plan 1

MPD Board Retreat 4

ZELLERHOFF, CRAIG

5.5

MPD Accounting 5

MPD Invoice Processing 0.5

JABER, SUSAN

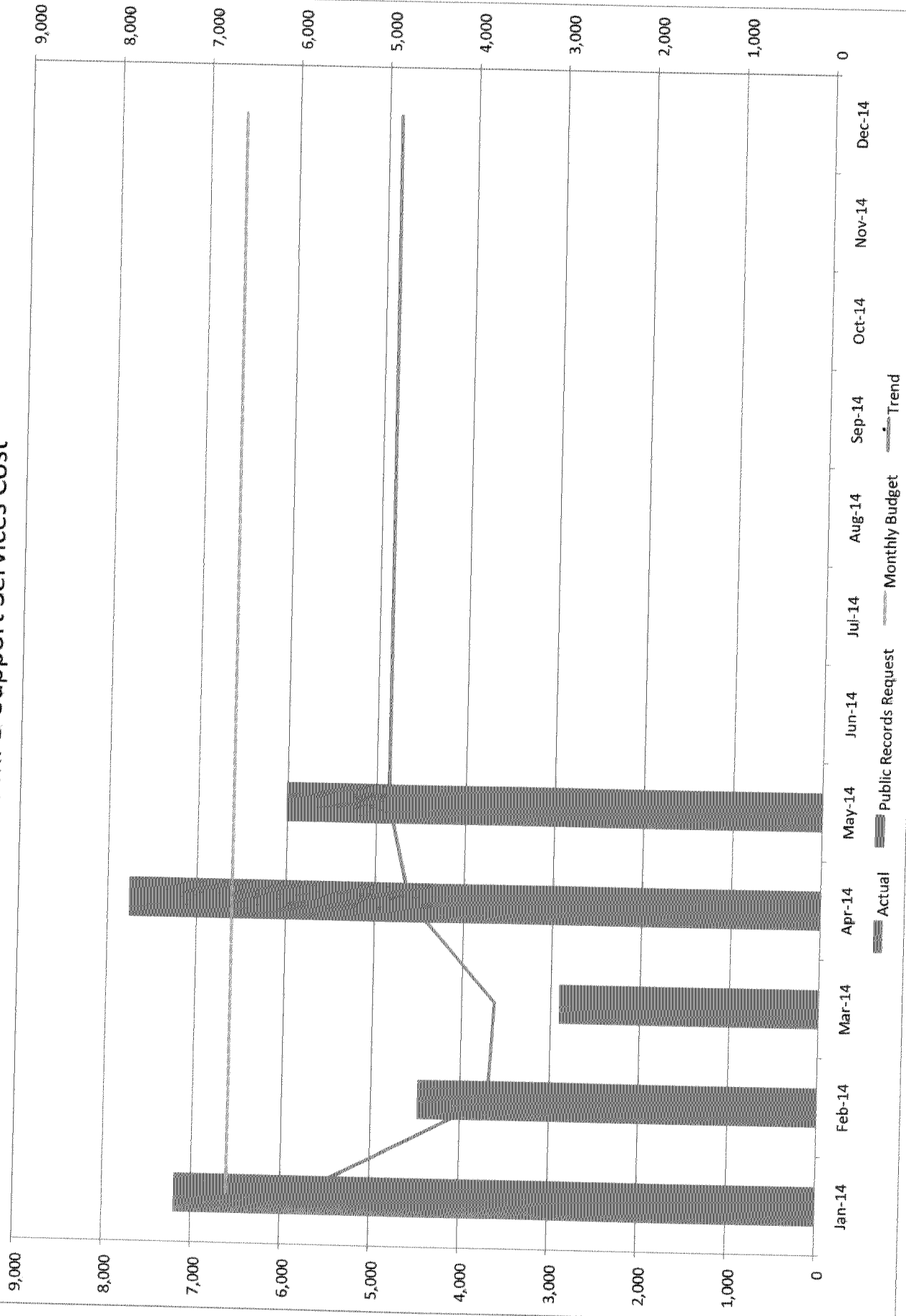
2.5

MPD ACCOUNTS PAYABLE PROCESSING 2.5

JAEGER, BRIAN			3
	mow		3
TAKECHI, RICHARD			1.5
	Process MPD receipts		0.5
	Prepare MPD excise tax return.		0.5
	Process MPD receipts.		0.5
HALE, PAULA			19
	pool deposit		19
HANSEN, PENNY			2
	Processing MPD Receipts		2
WARTELLA, VICTOR			0.5
	MPD MEETING SET UP IN COUNCIL CHAMBERS.		0.5
DONALDSON, JOHNATHAN			1
	MPD MEETING SET UPS		1
Grand Total			99.25

W:\Users\Craig\MPD\2014 Financials\City Support Services\2014 City Support Services Detail

2014 MPD Support Services Cost



INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: May 13, 2014

SUBJECT: **TPAC Committee Chair's Report and Recommendation**

ISSUE

Summary of the May meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date May 03, 2014

DISCUSSION

- 1) The committee held our annual nominations for, and election of officers. Jeri, Vanessa and I accepted the committee's re-nominations to our current positions. By unanimous vote we were elected to serve another year.
- 2) Business item 2 was the committee's discussion and preliminary planning to hold a BBQ fundraiser/ community party to coincide with the Touch a Truck and the Pools dollar swim event. A good basic discussion and plan were documented. It was decided the next steps were discussions with the Pool Operator and School District to clear any hurdles prior to presenting information to the Board at this month's meeting.
- 3) The committee discussed needing a place at the pool to post our meeting agenda's and possibly meeting minutes in order to generate more interest and involvement in TPAC. A suggestion was made to have the committee make recommendation to the Board for concurrence to post TPAC agendas at the Pool.
- 4) Our ED informed us the MPD retreat will be at TCC May 31st from 9-4. Jennafer also indicated that the ED from William Shore Pool will be a guest speaker. Vanessa thanked Jennafer for updating the Pool website and the volume of work she has accomplished. The whole committee is very appreciative of her efforts.

TPAC RECOMMENDATIONS

TPAC recommends that its meeting agenda be posted in a prominent location that is ADA accessible at the TP MPD.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: June 15, 2014

SUBJECT: TPAC Committee Chair's Report and Recommendation

ISSUE

Summary of the June meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date June 07, 2014

DISCUSSION

- 1) The committee worked to bring together a work plan for the BBQ fundraiser to coincide with the TAT and Dollar Swim events to be held on July 26th. Each committee member has volunteered to accomplish tasks necessary to prepare for the event. Verna has graciously volunteered to assist us designing and producing Pool advertising and flyers to hand out at the pool. The committee has agreed to communicate via email the status of the tasks for which they volunteered. Event planning will be finalized at our next meeting. Anyone wishing to participate can let any committee member know and we will add your names to the list of volunteers.
- 2) TPAC has received approval to post committee meeting agendas at the pool. The committee chair will be responsible to deliver agendas to the pool as soon as available and remove them following each meeting. A permanent display location is being discussed and will be announced when agreed to.
- 3) Our ED gave a brief report regarding the MPD retreat held on the 30th of May. Committee members that attended said it was a very informative day and several key issues were discussed in great detail.
- 4) The committee approved a change of meeting date for the July meeting from the 5th to the 12th due to the 4th of July holiday weekend. The vote was unanimous.

TPAC RECOMMENDATIONS

None for the month of June

Tukwila Pool Advisory Committee

April 5, 2014

FINAL Minutes

Tukwila Community Center

Arts Room "B"

Call to Order: 8:05 am

ATTENDANCE:

TPAC MEMBERS: Jeri Frangello-Anderson, Vanessa Zaputil, Dave Puki, Kim McCoy, Kay Mulliner

TP MPD CLERK: Kate Kruller

EXECUTIVE DIRECTOR: Jennafer Price Cargill

GUESTS: Ellen Gengler, Diane Myers, Christine Neuffer, Jacque Carroll, Gene Achziger

APPROVAL OF MARCH 1, 2014 MINUTES: Vanessa made motion to accept minutes as presented and Kay seconded. Unanimous vote.

Business Item 1: Review and discussion of student participation and additional committee members.

Jennafer noted that the commissioners definitely want the student member to be a voting position, but the commissioners were open to suggestion to how many members should be part of the committee. The commissioners asked that TPAC come back with their top three recommendations for review. Commissioners did agree that 13 members was too many. Discussion around how many people have actually have shown interest and show up at meetings. Vanessa suggested that adding up to 7, expanding TPAC from 5 to 6 and adding 1 student voting member. Dave voiced concern that the most important thing is to have members show up regularly and be active in the group. Dave also asked the question if advertising at the pool regarding upcoming TPAC meetings might be helpful to allow interested parties the opportunity to attend a TPAC meeting. Jennafer indicated that she had been told that there are several applications that have been submitted for TPAC. Vanessa recommended that we offer the Commissioners with TPAC #1 and #2 recommendation. Kay noted that having 2 student members gave the option to this position that if one cannot attend the other student would attend. One point that was brought up in regards to how many members to add to TPAC, thoughts around an odd number versus an even number may make it more simple when it comes to voting. Vanessa indicated that her preference was to go with the original recommendation as number one. Dave and Jeri were also in agreement with Vanessa.

Vanessa made the motion to present to the TP MPD TPAC original recommendation

1st Choice: TPAC's original recommendation:

No recommendation on regular committee expansion and "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."

2nd Choice:

TPAC recommends that the Tukwila Pool Advisory Committee be expanded from 5 regular, voting members to 6 regular, voting members. In addition, TPAC recommends that their previous student representation recommendation be amended from 4 non-voting student representatives to: up to 2 voting student representatives

Kay seconded. Unanimous vote

Business Item 2 and 3) Discussion of planned special events and review compilation of surrounding pool programming. These 2 business items became one due to conversation around special events and how other pools offer events around community involvement at the pool.

Dave had emailed an idea about the possibility of combining a BBQ/Swim Party to coincide with the Night Against Crime August 5th at the Tukwila Pool. Purpose would be to help to make the pool more of a community pool, than just a pool that is used for programming. This also could be a great opportunity to also get business sponsorship involved. Vanessa indicated that this would be a great opportunity and go along with safety in the community along with water safety at the pool. Kate did make mention Night out Against crime is a huge event in the area where Council Members/Commissioners are out amongst various neighborhoods getting to know the citizens of Tukwila better. This being said this could be a conflict for the Commissioners to attend the BBQ/Swim Party at the pool. It was also noted that this event already does have several neighborhoods that plan yearly block parties around their own neighborhood. Kay also noted that maybe having a BBQ/Swim Party for the end of the school year or another event might be another option since Council, Fire, Police and other citizens are so involved with getting out to the neighborhoods in the area that the attendance might be better if we tagged onto another event, for example Last Splash in August, Summer Movie Night in June or possibly Touch a Truck in July. Dave indicated that we would need to check with the operator and the board to see if this is something that they would want to be involved in. Vanessa asked if this would be something that TPAC would like to be involved with and there was agreement that yes TPAC would definitely want to be involved. Everybody was in agreement, but time is of the essence for planning. TPAC would like to pursue a BBQ or swim party event for the purpose of creating community surrounding the pool. The example for this event could possibly be the July 26th Touch a Truck. TPAC will pass along ideas via email and will have this idea presented to the Executive Director Committee meeting on April 10th for presentation to the board at the end of April.

Business Item 4: Executive Director update:

TPAC Recommendations from previous meeting are going to be discussed at the upcoming Executive Director Committee meeting. Jennafer did offer some thoughts that she had about the recommendation to have the ED sign off on all scholarship applications. She asked if there was some variations to this that TPAC would be ok with. The purpose of the sign off was just for transparency of public dollars being spent. Vanessa indicated that the frustration of finding out last August that we were out of money was a little frustrating. Jennafer indicated that she is going to looking into alternatives to help monitor the public dollars being spent.

Sponsorship Policy, currently there isn't a policy in place after further investigation. Sponsorship policy will start to be put together for the MPD board.

TPAC Web page update, Jennafer noted that it is still not clear if there is going to be a separate MPD website or if it will just be something that will be added into the current Tukwila Pool website. Either way TPAC will get a page, but this is still quite a ways out.

Vanessa asked if there would be anyway in the meantime if the current webpage couldn't offer up to date information for upcoming events. Jennafer indicated that it has been requested to update the Tukwila Pool website.

Next TPAC Meeting May 3, 2014

Vanessa made motion to adjourn, Kim seconded.

Tukwila Pool Advisory Committee

May 3 2014

Tukwila Community Center

Arts Room "B"

Call to order: 8:07 am

ATTENDANCE:

TPAC MEMBERS: Dave Puki, Vanessa Zaputil, Kim McCoy, Kay Mulliner, Jeri Frangello-Anderson

TP MPD Clerk: Kate Kruller

EXECUTIVE DIRECTOR: Jennafer Price Cargill

GUEST: Ellen Gengler, Diane Myers

APPROVAL OF APRIL 5, 2014 MINUTES: Vanessa made motion to accept minutes as presented, Jeri seconded. Unanimous vote.

BUSINESS ITEM 1: Annual Election of Officers

Kay noted that she does plan to attend future meetings, but do to some family issues at this time she will not be able to carry out any further duties at this time. Vanessa made suggestion for Dave Puki to continue as chair and Jeri to continue as secretary. Kim recommended that Vanessa continue as Vice-Chair. Dave did voice concern that he will be unable to attend the MPD meetings. Vanessa indicated that the committee always seems to step in as needed. Kay made motion for Dave to remain Chair, Vanessa as Co-Chair and Jeri as Secretary, Kim seconded. Unanimous vote

Vanessa indicated at the MPD meeting the Commissioners did go with TPAC's #2 suggestion for adding 1 regular member and up to 2 voting student positions. Once this is approved by the board, TPAC Bylaws will need to be revised.

BUSINESS ITEM 2: Creating Planned steps for a BBQ Fundraiser with sponsorship opportunity

Dave distributed Pool Party Community BBQ planning list worksheet to all members to help facilitate questions and planning.

Event Date: Touch a Truck was discussed at the previous meeting, tagging along with this event on July 26th makes sense due to resources and timing. The pool is also offering a \$1.00 swim from 3 – 5 on the same day. Dave asked if the pool was going to offer any specials regarding family passes. There was no additional information. Dave indicated that we will need to check with the Pool Operator to see if they would like to offer a pass special.

Time for the Community BBQ was decided to be 1:30 – 5:30, to allow for overlap from Touch a Truck and the start of the Pool Swim Event. TPAC to have a table out early for advertising to people that there will be an event happening later in the day. Vanessa indicated that we will need to get all the details together and present to the Commissioners at the May MPD meeting. Dave also noted that at the previous MPD meeting that the Commissioners had asked to get copies of the draft TPAC minutes prior to the meeting. Dave indicated that he would be responsible for forwarding the draft minutes.

Dave and Jennafer to with Pool Operator and School District in regards to questions to what the requirements will be for this event, for example Food Service Permit?, Food Handling Requirements? Hand Washing?, Fire Permit?, School Property approval?, chairs and tables?

Food: Keep it simple, Hamburger, hotdogs, corn, chips, cookies, water, pop, water, ice cream, otter pops

Suggestion Donation for Food, sponsorship opportunities to help with funding of food. Jeri asked if maybe there might be somebody from the Touch a Truck event that might be willing to sponsor.

Signage will be needed to help advertise the event, posters, banners etc. Tagging along with the advertisement with Parks and Rec to help promote the Community BBQ would be very helpful.

Vanessa made motion to skip business item 3, Jeri seconded.

Business Item 4: Discussion on having somewhere at the pool to place TPAC agendas and minutes

Kim took pictures at the pool showing possible placement options. Placing above the suggestion box appeared to be a good location for posting TPAC agendas. Discussion around what the Goal is to have TPAC Agendas posted at the pool. Transparency and making TPAC meetings more readily available for patrons to know what is happening.

Vanessa made motion for the following “TPAC recommends that TPAC’s agenda be posted in a prominent location that is ADA accessalble at the TM MPD Pool” Jeri seconded. Unanimous vote.

Business Item 5: Executive Director Update

Retreat will be at the Tukwila Community Center in the Social Hall, 9 – 4 on May 31st. Jennafer also indicated that they have invited the Executive Director from the William Shore Pool to attend.

Vanessa wanted to give gratitude to Jennafer for getting the information up on the website and the volume of work the Jennafer has done and it is very appreciative.

Vanessa made motion to move future TPAC meeting start times to 8:10 to help with getting the meeting to start on time and to help with setting up. Jeri seconded. Unanimous vote

Vanessa made motion to adjourn, Dave seconded.

Tukwila Pool Advisory Committee

June 7, 2014

"Draft" Minutes

Tukwila Community Center

Call to Order: 8:10 am

ATTENDANCE:

TPAC Members: Vanessa Zaputil, Dave Puki, Kim McCoy, Kay Mulliner

Executive Director: Jennafer Cargill Price

MPD Commissioner: Verna Seal

Guests: Diane Myers

APPROVAL OF MAY 3 2014 MINUTES: Vanessa made motion to accept minutes as presented, Kay seconded. Unanimous vote.

Business Item 1: Formalize Plan for BBQ fundraiser swim event July 26th

Dave handed out a breakdown of various items that will need to be addressed. Dave was still waiting to hear back from Rick Still after meeting with Rick and Stephanie. Rick was to check into if food permit was required, fire department, table and chairs. Dave did indicate that at the meeting Rick did indicate that volunteers will need to assure the attending community members avoid the parking lot for one hour immediately following Touch A Truck while vehicles are being removed from the parking lot. This is for safety reasons. Jennafer also indicated that the school district was planning to lay down AstroTurf and was unsure if this would hinder parking or availability. Rick also mentioned that if any items need to be returned to the pool, that tear down of these items take place 30 minutes after the free swim in order for staffing to finish up their day. Parks offered to provide the lawn games. Dave to follow up with Rick regarding questionable items still awaiting answers, Kim to coordinate with Tracy Galloway in regards to event advertising and contact Tukwila Reporter. Verna will ask Jacque "Help Wanted Poster" and "Event Poster" Jennafer to research money handling procedures for donations and coordinate with staff regarding pool staff coverage on the day of the event. Vanessa will approach area food stores about sponsorship and food contributions. Dave indicated that as a backup plan he will purchase all the items needed.

Vanessa indicated that anybody who will be handling food will need to have a Food Handlers Permit. Dave indicated that he plans to go online to get a permit, anybody else who will be volunteering to help with the food will also be required to get a Food Handlers Permit.

Foods to be served, keep it to a minimum and simple to alleviate any additional prep time. Hamburgers, Hot Dogs, condiments, chips, cookies, water, pop, Otter Pops.

Vanessa asked about the time of the event, the food service will be from 1:30 – 5:30, the water safety table to be set up earlier in the day to be out during the Touch a Truck event which starts at 10:00. Dave indicated that maybe TPAC could ask for assistance from STP to help man the water safety table earlier in the day to help offset volunteers who are unable to be at the event all day.

Jennafer asked what is expected from the Commissioners at the event. Verna indicated that she will talk to all the members.

Items still needed to complete are:

- Detailed proposal with budget for Commissioners June 25 meeting, final to be given to Jennafer by June 18.

- Develop volunteer expectation and appoint a coordination/point person

- Produce/distribute posters

- Pre event timeline, day of event timeline, post event report

Business Item 2: Follow up discussion on posting agendas at the pool.

Dave and Jennafer did discuss with Rick when they met regarding posting of the TPAC meetings. Rick is good with that. Permanent location still to be determined. Dave will drop the TPAC July meeting agenda to the pool.

Business item 3: Executive Director Update.

Jennafer indicated that the June 12th Executive meeting will need to be rescheduled. Jennafer is still waiting to hear back from the Commissioners on a date that will work and as soon as a date is reached she will let everybody know.

Retreat follow up. Highlight of the meeting was Steve Burke and him sharing his knowledge from the William Shore Pool. The biggest take away was decide “What we are”. , ED being the buffer, Boards role Policy and Enforcement.. Verna indicated that the board has set a timeline in regards to Governance, Role Clarity, and Service Model. Vanessa wanted to make it noted that Steve Burke gave up his own time

for the retreat, with travel and overnight expenses which is absolutely remarkable and great collaboration.

Business Item #4: Approve July meeting change of date from the 5th to the 12th.

Vanessa indicated that the original contract with the Community Center that the original rental contract showed the 5th of July. Kay made motion to move the July 5th TPAC meeting to July 12th, Kim seconded. Unanimous vote.

Vanessa made motion to adjourn, Kim seconded.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director

DATE: June 16, 2014



SUBJECT: City Operations Planning and Reporting

ISSUE

Clarify the type of information the MPD Board desires to obtain from the City's maintenance and staffing plans at the pool and the information presented in the monthly reports.

FINANCIAL IMPACT

No financial impact at this time.

BACKGROUND

At the April 23, 2014 MPD Board meeting there was significant discussion regarding how the MPD Board would like the City to report more information regarding the maintenance plans and staffing plans. Additionally, there has been discussion regarding the monthly Operator Report and how the MPD Board would like information presented.

DISCUSSION

The City would like to participate in a discussion that provides clarification from the MPD Board regarding information they would like to see in the Maintenance Plan, Staffing Plan and Operator Report. Staff will be attending the MPD Board meeting to answer questions and seek clarification from the MPD Board to find a resolution to these issues.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Jennafer Price Cargill, Executive Director

DATE: June 25, 2014

SUBJECT: Repeal of Resolutions 8, 10 & 11 and reestablishment of TPAC with new membership guidelines

ISSUE

Do the Board of Commissioners wish to repeal Resolutions 8, 10 and 11 and authorize the revised establishment of the Tukwila Pool Advisory Committee allowing up to six regular members and up to two student representatives?

FINANCIAL IMPACT

None

BACKGROUND

Since the Citizens' Pool Advisory Committee was originally established by Resolution 8 in 2011, several amendments have been authorized and proposed. One such amendment changed of name to the Tukwila Pool Advisory Committee (Res. 11), and another provided a clarification of how Officers were elected (Res. 10). Now, the majority of Commissioners have requested that TPAC expand from five up to six members and allow for the addition of up to two voting student representatives.

To adequately track all these changes, it has been recommended that all prior TPAC-related resolutions be repealed and a new resolution be authorized that re-establishes TPAC and includes all of the amended language as well as the new membership guidelines. Current TPAC members have reviewed and/or participated in crafting the language in the new resolution.

ATTORNEY ACTION: Reviewed Not Reviewed

RECOMMENDED ACTION:

It is recommended that the Board of Commissioners consider a motion to approve a resolution that repeals Resolutions 8, 10 and 11 and re-establishes the Tukwila Pool Advisory Committee.

ATTACHMENTS

-Resolution repealing Resolutions 8, 10 & 11 and re-establishing the Tukwila Pool Advisory Committee

Tukwila Pool Metropolitan Park District

Resolution No. _____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TUKWILA POOL METROPOLITAN PARK DISTRICT
REPEALING RESOLUTIONS 8, 10 AND 11 AND AUTHORIZING
THE REVISED ESTABLISHMENT OF THE TUKWILA POOL
ADVISORY COMMITTEE.**

WHEREAS, the Board of Commissioners of the Tukwila Pool Metropolitan Park District adopted Resolution No. 8 on December 12, 2011, which established the Citizens' Pool Advisory Committee; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners adopted Resolution 10 clarifying procedures for electing which Officers are elected to the Citizens Pool Advisory Committee on March 12, 2012; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners adopted Resolution 11 amending the name to the "Tukwila Pool Advisory Committee" on April 9, 2012; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners have determined that the Tukwila Pool Advisory Committee should be expanded to include up to four additional full members; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners determined that the Tukwila Pool Advisory Committee would benefit from having up to four student representatives; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners decided to repeal Resolution 8 and Resolution 11 so that a new resolution may be adopted reflecting the desired changes; and

WHEREAS, the Tukwila Pool Metropolitan Park District Board of Commissioners and the members of the Tukwila Pool Advisory Committee, reaffirm that the Committee shall serve in an advisory capacity and, while the Board of Commissioners shall consider the recommendations of the Committee, the Board of Commissioners is not required to implement Committee recommendations;

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

Section 1. Tukwila Pool Metropolitan Park District Resolution 8, Resolution 10 and Resolution 11 are repealed. The Tukwila Pool Metropolitan Park District repeals Resolution 8 establishing the Citizens' Pool Advisory Committee and Resolution 10

clarifying the Committee's election procedures and Resolution 11 changing the name to the Tukwila Pool Advisory Committee.

Section 2. Tukwila Pool Advisory Committee Established. The Tukwila Pool Metropolitan Park District Tukwila Pool Advisory Committee is established and will consist of six full voting members appointed by the Tukwila Pool Metropolitan Park District Board of Commissioners. 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 and a background check. Appointments shall be made for the position and shall be selected on a non-discriminatory basis and without respect to political affiliations. One Board Commissioner may be appointed as a non-voting liaison to the Tukwila Pool Advisory Committee.

Section 3. Membership. Members of the Tukwila Pool Advisory Committee shall be appointed by the Tukwila Pool Metropolitan Park District Board of Commissioners in accordance with the following guidelines:

A) Terms of Membership. Current members of the Tukwila Pool Advisory Committee shall serve a two year term of appointment. New members may be appointed for one year to ensure that more than half of all members' terms will not expire at the same time. Once a member has completed a one year term, reappointments shall be for a two year term. All appointments will expire December 31 of the last year of the term.

B) Student Representatives. In addition to the appointed positions, the Tukwila Pool Metropolitan Park District will recruit and select up to two voting Student Representatives to the Tukwila Pool Advisory Committee. Student Representatives shall be residents of Tukwila and enrolled in good standing in any high school or be a high-school aged student who is documented as receiving home-based instruction.

a. **Purpose of Student Representatives.** The purpose of the Student Representative to the Tukwila Pool Advisory Committee is to provide a documented student voice to the Tukwila Pool Advisory Committee. The Student Representatives will provide support and insight to the Committee's understanding of student issues, concerns and perspectives.

b. **Term of office of Student Representatives.** Student Representatives shall be selected by the Tukwila Pool Metropolitan Park District Board of Commissioners at the beginning of the traditional school year. Upon notification of selection, Student Representatives may begin participating in Tukwila Pool Advisory Committee activities immediately and will be expected to participate through the remainder of the traditional school year. In the event of a vacancy during the school year, another Student Representative may be selected from qualified applicants to serve the remainder of the term.

c. **Documentation of Student Representatives.** Student Representative attendance and participation in Tukwila Pool Advisory Committee meetings shall be documented in the minutes.

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.

Section 4. Bylaws. The Tukwila 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 5. Officers. Members and Student Representatives of the Tukwila 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 6. Meetings. The Tukwila 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. The Tukwila Pool Advisory Committee is not subject to the Washington State Open Public Meetings Act. However, all meetings of the Tukwila Pool Advisory Committee shall be open to the public and the Committee shall use reasonable efforts to notify the public of their regular and special meetings.

Section 7. Annual Report. The Tukwila Pool Advisory Committee will report annually to the TPMPD President and Board of Commissioners on the status of pool services and needs in the District.

Section 8. Purpose. The Tukwila Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TPMPD 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 POOL 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 Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: June 25, 2014

SUBJECT: **Transfer of Ownership for Pool Facility between City and TPMPD**

ISSUE

Approval to transfer ownership of the Tukwila Pool from the City of Tukwila to the Tukwila Pool Metropolitan Park District.

FINANCIAL IMPACT

None

BACKGROUND

The City of Tukwila acquired the Tukwila Pool (previously the "South Central Pool") from King County in 2003 pursuant to the terms of the Intergovernmental Transfer Agreement between King County and the City of Tukwila. In 2011 the citizens of Tukwila voted to create the Tukwila Pool Metropolitan Park District for the purpose of maintaining and operating the pool for the community's continued use. Therefore, the City has drafted the attached documents to legally transfer ownership of the pool to the TPMPD, subject the covenants, terms, and conditions set forth in the original King County Transfer Agreement.

A version of the agreement was put before the TPMPD Board on April 23, 2014. They requested one change to the language (the removal of a reference to an inspection). The City agreed to the change and a revised version is being presented.

ATTORNEY REVIEWED: Yes

RECOMMENDED ACTION:

It is recommended that the Board of Commissioners consider a motion to approve the Board President and Clerk of the Board to execute the attached Intergovernmental Transfer Agreement and the Bargain and Sale Deed transferring legal ownership of the Tukwila Pool to the TPMPD.

ATTACHMENTS

- Intergovernmental Transfer Agreement (revised 6-11-2014)
- Bargain and Sale Deed

**Intergovernmental Transfer Agreement Between the City of Tukwila
and the Tukwila Pool Metropolitan Park District**

This Intergovernmental Transfer Agreement (“Agreement”) is entered into on this ____ day of _____, 2014, by and between the City of Tukwila (“Tukwila”) and the Tukwila Pool Metropolitan Park District (“TPMPD”), both of whom are Washington municipal corporations (collectively, the “Parties”).

WHEREAS, Tukwila acquired the Tukwila Pool (previously the “South Central Pool”) from King County in 2003 pursuant to the terms of the Intergovernmental Transfer Agreement Between King County and the City of Tukwila Relating to the Ownership, Operation and Maintenance of the South Central Pool (the “King County Agreement”); and

WHEREAS, the King County Agreement set forth a number of specific covenants pertaining to use to be contained in the deed transferring ownership of the Tukwila Pool to Tukwila; and

WHEREAS, pursuant to the King County Agreement, the same covenants must be included in any future deed transferring the Tukwila Pool for public park, recreation or open space uses; and

WHEREAS, the TPMPD was formed in 2011 with the purpose of maintaining and operating the Tukwila Pool for recreation purposes; and

WHEREAS, the TPMPD now operates and maintains the Tukwila Pool for recreation purposes; and

WHEREAS, Tukwila desires to transfer its ownership interest in the pool to the TPMPD, subject the covenants, terms, and conditions set forth in the King County Transfer Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, Tukwila and the TPMPD agree as follows:

1. Conveyance of Title.

- 1.1 Within thirty (30) days of execution of this Agreement, Tukwila shall convey to the TPMPD by deed all its ownership interest in the Tukwila Pool

(the “Property”), which is described more fully Exhibit A.

- 1.2 All deeds shall also contain the following specific covenants pertaining to use, which covenants shall run with the land. Tukwila and the TPMPD agree that Tukwila and King County shall have standing to enforce these covenants, which shall be set forth as follows:

The TPMPD, as required by RCW 36.89.050, covenants that the Property shall be continued to be used for open space, park, or recreation purposes or that other equivalent facilities within the King County shall be conveyed to King County in exchange therefore.

The TPMPD covenants that it shall abide by and enforce all terms, conditions and restrictions in King County Resolution 34571, including that the TPMPD covenants that the Property will continue to be used for the purposes contemplated by King County Ordinance 34571, that the Property shall not be transferred or conveyed except by agreement providing that such lands shall continue to be used for the purposes contemplated by King County Resolution 34571, and that the Property shall not be converted to a different use unless other equivalent lands and facilities within King County or Tukwila shall be received in exchange therefore.

The TPMPD covenants that it shall not use the Property in a manner that would cause the interest on King County bonds related to the Property to no longer be exempt from federal income taxation.

The TPMPD covenants that it will not limit or restrict access to and use of the Property by non-City residents in any way that does not also apply to city residents. The TPMPD covenants that if differential fees for non-Tukwila residents are imposed, they will be reasonably related to the cost borne by Tukwila taxpayers to maintain, improve or operate the Property for parks and recreation purposes.

The TPMPD covenants that it shall place the preceding covenants in any deed transferring the Property or a portion of the Property for public park, recreation or open space uses.

- 1.3 The TPMPD and Tukwila agree that the assignment of Tukwila's lease for the underlying real property upon which the Tukwila Pool is built will convey all the rights and obligations of Tukwila contained in the lease, and that the TPMPD shall assume all the rights and obligations of Tukwila, including the covenants, contained in the lease.
- 1.4 The Property being conveyed includes the equipment and supplies that are necessary to operate and maintain the Tukwila Pool. Tukwila will leave such equipment and supplies on site, which equipment and supplies will include all furniture, lifeguard equipment, first aid supplies, specialty tools, operator manuals, as-built pool and remodel plans, phone system, lighting fixtures, miscellaneous pool equipment, building maintenance supplies, spare parts, and materials such as chlorine and filtration supplies for pool maintenance.
2. **Existing Restrictions, Agreements, Contracts or Permits.** The TPMPD shall abide by and enforce all terms, conditions, reservations, restrictions and covenants of title at the time of conveyance and/or in the deed of conveyance.
3. **Condition of Premises and Responsibility for Operations, Maintenance, Repairs, Improvements, and Recreation Services.**
 - 3.1 The TPMPD agrees to accept the Property in AS IS condition, and to assume full and complete responsibility for all operations, maintenance, repairs, improvements of, and provision of recreational services at the Property.
 - 3.2 Tukwila does not make and specifically disclaims any warranties, express or implied, including any warranty of merchantability or fitness for a particular purpose, with respect to the Property, and no official, employee, representative or agent of Tukwila is authorized otherwise.
 - 3.3 The TPMPD acknowledges and agrees that Tukwila shall have no liability for, and that the TPMPD shall release and have no recourse against Tukwila for, any defect or deficiency of any kind whatsoever in the Property without regard to whether such defect or deficiency was known or discoverable by the TPMPD or Tukwila.
4. **Indemnification and Hold Harmless.**
 - 4.1 Tukwila shall indemnify and hold harmless the TPMPD and its elected officials, officers, agents or employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, (i) which are caused by or result from a negligent

action or omissions of Tukwila, its officers, agents and employees in performing its obligations pursuant to this Agreement, and/or (ii) arising from those occurrences related to the Property that occurred prior to formation of the TPMPD. In the event that any suit based upon such a claim, action, loss or damage is brought against the TPMPD or the TPMPD and Tukwila, Tukwila shall defend the same at its sole cost and expense and, if final judgment be rendered against the TPMPD and its officers, agents and employees or jointly against the TPMPD and Tukwila and their respective officers, agents and employees, Tukwila shall satisfy the same.

4.2 The TPMPD shall indemnify and hold harmless Tukwila and its elected officials, officers, agents and employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, (i) which are caused by or result from a negligent act or omission of the TPMPD, its officers, agents and employees in performing obligations pursuant to this Agreement, and/or (ii) arising from those occurrences related to the Property that occurred on or after the formation of the TPMPD. In the event that any suit based upon such a claim, action, loss or damage is brought against Tukwila or Tukwila and the TPMPD, the TPMPD shall defend the same at its sole cost and expense and, if final judgment be rendered against Tukwila and its officers, agents and employees or jointly against Tukwila and the TPMPD and their respective officers, agents and employees, the TPMPD shall satisfy the same.

4.3 Each Party to this Agreement shall immediately notify the other of any and all claims, actions, losses or damages that are or are brought against that Party relating to or pertaining to the Property.

4.4 Each party agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any employees, or agents. For this purpose, each party, by mutual negotiation, hereby waives, with respect to the other party only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW, but only to the extent necessary to indemnify the other party.

5. **Waiver and Amendments.** Waiver of any breach of any term or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition shall be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

6. **Entire Agreement and Modifications.** This Intergovernmental Agreement and its Exhibits sets forth the entire agreement between the parties with respect to the subject matter hereof. It may be supplemented by addenda or amendments,

which have been agreed upon by both parties in writing. Copies of such addenda and amendments shall be attached hereto and by this reference made part of this contract as though fully set forth herein.

7. **Duration and Authority.** This agreement shall be effective upon signature and authorization by both parties. The terms, covenants, representations and warranties contained herein shall not merge in the deed of conveyance, but shall survive the conveyance and shall continue in force unless both parties mutually consent in writing to termination.

8. **Notice.** Any notice, declaration, demand or communication to be given by a party to this Agreement to the other shall be in writing and transmitted to the other party by personal service or certified U.S. mail, return receipt requested, postage fully prepaid, addressed as follows:

To Tukwila: City of Tukwila
6200 Southcenter Blvd.
Tukwila, WA 98188
Attn: City Clerk

To TPMPD: Tukwila Pool Metropolitan Park District
6200 Southcenter Blvd.
Tukwila, WA 98188
Attn: President

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

CITY OF TUKWILA

TUKWILA POOL METROPOLITAN
PARK DISTRICT

By: _____
Jim Haggerton, Mayor

By: _____
Title: Board President

Dated: _____

Dated: _____

Attest:

Attest:

Christy O'Flaherty, City Clerk

Title: Clerk of the Board

Approved as to Form:

Approved as to Form:

Shelley M. Kerslake, City Attorney

Brian Snure, Attorney for TPMPD

EXHIBIT A
Legal Description

Those real property improvements, including fixtures and equipment, located in the west 190 feet of the southwest one-quarter of the southeast one-quarter of Section 15, Township 23, Range 4 East, W.M., in King County, Washington, EXCEPT the south 20 feet for South 144 Street.

