

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, August 27, 2014, 5:30 PM
Tukwila City Hall Council Chambers

Resolution #

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

2. CITIZEN COMMENTS

3. CONSENT AGENDA

- a. Approval of minutes: 7/23/14 (*Regular Mtg.*)
- b. Approval of minutes: 7/19/14 (*Special Mtg.*)
- c. Approval of vouchers.

4. REPORTS

- a. Commissioners
- b. Executive Director
- c. Executive Director Committee
- d. Operator
- e. Financial & Support Services
 - financial report
 - support services detail
- f. Tukwila Pool Advisory Committee:
 - TPAC Chair report
 - TPAC minutes

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5. BUSINESS ITEMS

- a. Ad Hoc Committees process update
- b. MPD Treasurer revision information
- c. Next meeting is September 24, 2014.

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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: August 20, 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 July 18 and August 20, the following has been accomplished:

- a. Held a Special Meeting of the Board of Commissioners to decide operational model
- b. Developed new MPD meeting materials to allow the Board to take immediate action on operational decision
- c. Issued notification letters and a press release to publicize the Board's decision
- d. Created an Aquatics Manager position description, posted the position on the NRPA website, reviewed resumes and contacted highly qualified potential candidates to draw attention to the posting
- e. Organized and facilitated a meeting of the Ad Hoc Hiring Committee
- f. Handled the appointment logistics for the Budget, Hiring and Logistics committees
- g. Revised the ED's Work Plan (attached)
- h. Met with various Tukwila City staff members regarding transition planning and tools
- i. Conducted preliminary research of options for a new Treasurer for the MPD
- j. Created minutes from July 19th Special Meeting notes provided by a community member
- k. Reviewed audio and revised minutes from the July 23rd regular meeting
- l. Drafted reports, memos & related documents to create the packet for August meeting
- m. Facilitated the Executive Director Committee (EDC) meeting & prepared minutes

RECOMMENDATION

None

ATTACHMENTS

- TPMPD 2014 Work Plan, draft 2 revised

TUKWILA POOL METROPOLITAN PARK DISTRICT

WORK PLAN 2014

Submitted by JENNAFER PRICE CARGILL

Executive Director

August 2014 – Draft 2

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Budget & Finance		Partners	Deliverables (key: h= hour, m= per month, q= per quarter)	Timeframe	Completion Date
In support of TPMPD Goal: A. To operate a financially self-sustaining aquatics program Primary Capacity Area: <u> X </u> Legal <u> </u> Enforcement/Compliance <u> </u> Communications <u> </u> Administrative <u> </u>					
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014): <ul style="list-style-type: none"> Implement 2014 Budget Develop 2015 Budget 					
Commitment					
A.1.	Using the 2014 Budget as a guide, monitor costs and maintain financially sound operations.	City Finance Staff	a. Review all vouchers and expenses (1h/m) b. Submit monthly financial reports (1h/m) c. Submit quarterly financial reviews (2h/q) d. Submit annual financial report (4h)	a. Monthly b. Monthly c. May, Aug, Dec 2014 d. Feb 2015	
A.2.	Develop Requests for Proposals (RFPs) or Quotes (RFQs) standards and management	Board of Commissioners	a. Define priorities and standards for the pool as approved by the Board (20h) b. Develop a process for application, including timelines (20h) c. Publish RFP/RFQ (5h) d. Develop a quote/proposal for a self-operated model (20h)	a. September b. November c. December d. December	
A.3.	Oversee compliance with fiduciary and regulatory requirements	Pool Operator, WCIA staff	a. Submit audit materials to WCIA (3h) b. Implement a risk assessment review (2h) c. Attend 3 educational opportunities (20h)	a. April b. April c. December By year-end	a. 4/16/2014 b. 4/24/2014
A.4.	Identify cost savings and operational efficiencies	All City Staff	a. Transition meeting duties from Clerk's staff to ED, including review of minutes (8h) b. Transition monthly packet development from Park staff & Clerk's office to ED (4h) c. Research services and financial savings offered by County Treasurer and submit a recommendation to the Board (8h)	a. September b. October c. November	a. March 2014 b. March 2014
A.5.	Develop 2015 Budget for Board approval	Budget Committee	a. Submit preliminary budget priorities, including proposed programs & fees for Board direction (20h) b. Submit proposed budget to Board for review (20h) c. Prepare Budget Resolution for adoption (5h)	a. November b. Year-end a. Mid. Sept. b. Early Oct. c. Oct 22	
A.6.	Develop/sign new rental agreements	Aquatics Mgr.	a. Contact all current renters (including TSD) to assess standing b. Draft and sign new contracts/agreements a. Develop & publish scope of responsibilities by early September b. Interviews completed by early October c. Final candidate approved by full Board		
A.7.	Decide/implement financial accounting system (Engage accountant)	Hiring committee, approved by full Board			

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Public Safety				
TPMPD Goal: B. To operate a pool that is a safe haven				
Primary Capacity Area: <input type="checkbox"/> Legal <input checked="" type="checkbox"/> Enforcement/Compliance <input type="checkbox"/> Communications <input type="checkbox"/> Administrative				
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):				
<ul style="list-style-type: none"> • Limit TPMPD Liability • Develop policies that support the safe operation of the pool 				
Commitment	Partners	Deliverables (key: h= hour, m= per month, e= each incident)	Timeframe	Completion Date
B.1. Monitor operations with an eye toward compliance in all standard safety methodologies	Pool Operator, EDC	<ul style="list-style-type: none"> a. As safety concerns are identified, deliver in writing to Pool Operator, cc'd to EDC (2h/e) b. Request a response addressing concern within two business days (.5h/e) c. Follow-up and support operator in resolving concerns that are not closed within 2 business days (1-2h/e) 	Ongoing, as needed	
B.2. Establish policies supportive of Board objectives	Logistics Committee, Board of Commissioners	<ul style="list-style-type: none"> a. Prioritize policy needs and set a schedule for development with Logistics Committee b. Research and refine those with highest priority with the Logistics Committee c. Submit highest priority policies to full Board 	<ul style="list-style-type: none"> a. September b. October c. Nov 26 	
B.3. Establish benchmarks that allow for comparison of the TPMPD against substantially similar aquatic operations	EDC	<ul style="list-style-type: none"> a. Research safety statistics for similar aquatic operations and submit findings and recommendations to the EDC (1.5h) b. As guided by the EDC, identify 3 benchmarks measuring TPMPD's record of safety comparable to similar aquatic operations for inclusion in the 2015 Work Plan (1.5h) 	<ul style="list-style-type: none"> a. July b. August 	Postponed until 2015
B.4. Establish multiple avenues for the public to share safety concerns and relay them to the operator	Pool Operator	<ul style="list-style-type: none"> a. Establish & post TPMPD phone number and email address at the pool and website (10h) b. Respond to concerns in 1 business day (1h/e) c. Collect public comments from suggestion box monthly (3h/m) d. Relay all comments to Board (1h/m) e. Relay concerns to Pool Operator as appropriate following process outlined in B.1.a-c. (1-2h/e) 	<ul style="list-style-type: none"> a. February b. Ongoing, as needed c. Monthly d. Ongoing, as needed e. Ongoing, as needed 	<ul style="list-style-type: none"> a. Feb (pool), April (website)

Project/Priority: Community Development					
TPMPD Goal: C. To be welcoming and inclusive to all					
Primary Capacity Area: Legal Enforcement/Compliance X Communications Administrative					
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):					
<ul style="list-style-type: none"> Meet the requirements of the Open Public Meetings Act (OPMA) Ensure that the TPMPD is responsive and accessible to the public 					
Commitment	Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date	
C.1 Community and user concerns and inquiries are handled appropriately	City IT staff, Board of Commissioners, Pool Operator	<ul style="list-style-type: none"> Post TPMPD phone number and email address at the pool and website (10h) Respond to concerns within 1 business day of receipt (1h/e) Collect public comments from suggestion box monthly (3h/m) Relay all comments to Board (1h/m) Relay concerns to Pool Operator as appropriate following processes outlined in B.1.a-c (1-?h/e) 	<ul style="list-style-type: none"> February Ongoing, as needed Monthly Ongoing, as needed Ongoing, as needed 	<ul style="list-style-type: none"> Feb (pool), April (website) 	
C.2. Special meetings and public records requests are noticed and answered appropriately, TPMPD complies with OPMA	City Clerk's staff	<ul style="list-style-type: none"> ED will know OPMA requirements (3h) Special meetings will be noticed within required timeframes (2h/e) Public Disclosure Requests will be responded to within required timeframes (1-?h/e) 	<ul style="list-style-type: none"> March As needed As needed 	<ul style="list-style-type: none"> March, 2014 	
C.3. All members of the community are treated with respect by TPMPD staff and Operator	Pool Operator	<ul style="list-style-type: none"> ED will meet with Global to Local staff to develop a positive relationship (2h) ED will make time to meet with any community groups or individuals who request it, or will request meetings or seek other opportunities to develop positive relationships (1-?h/e) ED will support the Pool Operator to allow patrons to learn staff names and develop positive relationships (5-?h) 	<ul style="list-style-type: none"> April, ongoing As requested or opportune May, ongoing 	<ul style="list-style-type: none"> April 	

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Marketing & Public Relations					
TPMPD Goal: D. To maintain and support community involvement in the pool					
Primary Capacity Area: Legal Enforcement/Compliance X Communications Administrative					
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):					
<ul style="list-style-type: none"> • The pool is being marketed to the community • Community members are actively engaged with the pool 					
Commitment		Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date
D.1.	Engage and manage the development of marketing and advertising activities	Pool Operator, City IT staff	<ul style="list-style-type: none"> a. Gain access to the Pool website and provide updates, revisions and editing as needed (20h) b. Facilitate Attend the Marketing Committee meetings (2h/m?) c. Support the implementation of Marketing projects and advertising by the Pool Operator as needed (5h/m) 	<ul style="list-style-type: none"> a. April, on-going b. Bi-Monthly(?) c. On-going, year-round 	<ul style="list-style-type: none"> a. April
D.2.	Work collaboratively with TPAC to garner ideas, concerns, and issues that require attention	TPAC	<ul style="list-style-type: none"> a. Attend monthly TPAC meetings and provide reports as requested (2h/m) b. Incorporate TPAC recommendations into EDC agendas as needed (1-?h/e) c. Address operational concerns as they arise using process outlined in B.1.a-c (1-?h/e) d. Support TPAC in developing recommendations for the Board as needed (1-?h/e) 	<ul style="list-style-type: none"> a. Monthly b. As needed c. As needed d. As needed 	
D.3.	Act as representative for the MPD as needed	Board of Commissioners	<ul style="list-style-type: none"> a. As directed by the Board President, identify the representative of the TPMPD in response to each inquiry by the public or media (2h/e) b. If directed to by Board President, act as the Public Information Officer for the TPMPD, issuing statements or press releases as required (1-?h/e) 	<ul style="list-style-type: none"> a. As needed b. As directed 	

Work Plan – 2014 (Draft)
Tulewila Pool Metropolitan Park District Executive Director

Project/Priority: Quality Pool Operations		Communications	Administrative
TPMPD Goal: E. To provide creative and relevant programs Primary Capacity Area: Legal X Enforcement/Compliance			
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014): <ul style="list-style-type: none"> Establish a new operational model to be implemented by January 2015 Seek opportunities to improve user experience 			
Commitment	Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe
E.1. Assist the Board in identifying a preferred operational model	Board of Directors, Steve Burke	a. Research various operational models b. Create a presentation and materials showing options in an "apples to apples" comparison c. Organize a Special Meeting for the Board to review the materials and vote on a model d. Establish Ad Hoc Committees to implement newly developed model	a. July b. July c. July d. July
E.2. Hire an Aquatics Manager	Hiring Committee	a. Post position by August 1 b. Interviews completed c. Final candidate approved at Board meeting	a. August 1 b. Early Sept. c. Sept 24
E.3. Hire additional staff	Aquatics Manager	a. Develop and post position descriptions b. Interviews completed c. Successful candidates are processed and paperwork is completed	a. Early Nov b. End of Nov c. December 31
E.4. Decide/implement a POS software program to replace the City-owned CLASS software	Aquatics Manager, Logistics Cmte? Aquatics Manager	a. Complete review of POS options b. Decision c. Testing, training and implementation wrap-up	a. Mid Nov b. End of Nov c. December 31
E.4. Replace all City-owned equipment (phones, computers, printers, etc.)	Aquatics Manager	a. Inventory current property and create a list of needed equipment by early November b. Research options and choose vendors by end of November c. Schedule delivery/installation and any necessary training for first week of January(?)	a. Early Nov b. End of Nov c. December
E.5. Decide/implement maintenance and/or service contracts	Aquatics Manager	a. Review current vendors and assess need for additional vendors b. Research additional vendors and choose as needed c. Draft and sign new contracts/agreements	a. Early Nov b. End of Nov c. By year-end

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Serving the Public Interest				
TPMPD Goal: F. To provide annual performance reporting to the community				
Primary Capacity Area: <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Enforcement/Compliance <input type="checkbox"/> Communications <input type="checkbox"/> Administrative				
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):				
<ul style="list-style-type: none"> • Support the Board in holding monthly public meetings • Manage the assets of the TPMPD • Deliver an annual report to the community 				
Commitment				
	Partners	Deliverables (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date
F.1.	Draft the agenda and materials for the monthly MPD Board meeting	Board of Commissioners, Pool Operator, City Finance Staff, others as needed	<ul style="list-style-type: none"> a. Provide a draft agenda to the Board President (2h/m) b. Email BP-approved draft agenda and all available materials to stakeholders (Board, TPAC, Pool Operator) (3-15h/m) c. Submit a PDF version of the complete packet to the City for publication on the Records Center and copying (5h) d. Receive draft minutes, review audio, revise as needed (5h/m) e. Define MPD meeting location for 2015 	<ul style="list-style-type: none"> a. Monthly, 2nd Tuesday b. Monthly, 3rd Wednesday c. Monthly, the Friday prior to the 4th Wednesday d. Monthly e. Year-end
F.2.	Maintain and safeguard the assets, records and documents of the MPD	City IT staff, TPMPD Attorney, Pool Operator	<ul style="list-style-type: none"> a. Maintain TPMPD records and documents on the TPMPD computer, backing up regularly (25h) b. Collaborate with the TPMPD Attorney on creation or review of legal documents relating to the maintenance and protection of the assets belonging to the TPMPD (50-?h) c. Provide the Board of Commissioners with reports, Resolutions or other legal documents that relate to the maintenance or protection of assets belonging to the TPMPD (30-?h) d. Identify new system for records management to be implemented in new year e. Engage a Clerk 	<ul style="list-style-type: none"> a. Year-round, ongoing b. Year-round, ongoing c. Year-round, ongoing d. Year-end e. Year-end
F.3.	Prepare and gather data in preparation for publication of a 2014 Annual Report to the Community on the activities and outcomes of the TPMPD (due in 2015)	EDC, City financial staff, City IT staff, Pool Operator, Board of Commissioners, others as needed	<ul style="list-style-type: none"> a. Research reports provided by similar aquatics programs or special purpose districts (5h) b. Establish Board consensus on timeline and reporting priorities (10h) c. Communicate with support services personnel on what data will be needed to ensure that it will be available by year-end (5-10h) 	<ul style="list-style-type: none"> d. Summer e. December

Work Plan – 2014 (Draft)
Tukwila Pool Metropolitan Park District Executive Director

Project/Priority: Strategic Planning				
TPMPD Goal: G. Continue to review governance				
Primary Capacity Area: <input type="checkbox"/> Legal <input type="checkbox"/> Enforcement/Compliance <input type="checkbox"/> Communications <input checked="" type="checkbox"/> Administrative				
Intermediate Outcomes (this work plan period, Jan 6 – Dec 31, 2014):				
<ul style="list-style-type: none"> • Establish a planning process • Support Board in governance goals 				
Commitment	Partners	Deliverables (including time estimates) (key: h= hour, m=per month, e=each incident)	Timeframe	Completion Date
G.1. Develop and facilitate an active short and long term planning process		<ul style="list-style-type: none"> a. Organize a Board Retreat (30h) b. Review planning process options for the Board's consideration (5h) c. Identify future planning priorities and establish a long-term planning process (10h) 	<ul style="list-style-type: none"> a. May 31 b. EDC or Board? c. By year-end 	<ul style="list-style-type: none"> a. May 31 b. Postponed until 2015
G.2. Set organizational goals for 2015		<ul style="list-style-type: none"> a. Review current goals with EDC (1h) b. Identify any revisions as needed (3h) c. Propose revisions for Board approval (4h) 	<ul style="list-style-type: none"> a. September b. As needed c. November? 	
G.3. Identify Board's priorities for governance		<ul style="list-style-type: none"> a. Research options and make recommendations as requested (1.5h) b. Establish Board consensus on timeline and implementation process (1.5h) 	<ul style="list-style-type: none"> a. As requested b. As requested 	Postponed until 2015
G.4. Implement governance revisions if directed		<ul style="list-style-type: none"> a. Establish a definite timeline for implementation (5h) b. Take action as needed according to the timeline (1-2h) 	<ul style="list-style-type: none"> a. As requested b. As requested 	Postponed until 2015
G.5. Coordinate the Executive Director Committee (EDC)		<ul style="list-style-type: none"> a. Create draft agendas and summary minutes for the monthly meetings (3h) b. Attend and facilitate the monthly meetings (3h/m) c. Research and present information and materials as requested by EDC members (2-10h/m) 	<ul style="list-style-type: none"> a. Monthly b. Monthly c. Monthly 	

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: August 20, 2014

SUBJECT: Executive Director Committee Report

ISSUE

Report on the Executive Director Committee meeting

FINANCIAL IMPACT

None

REPORT

The Executive Director Committee (EDC) held a meeting on August 14, 2014.

Business items and action taken included:

- Correction to minutes – The minutes from the July 10th meeting were revised and that revision also changes what was reported in last month's EDC report memo. The committee did not decide to use the revised Executive Director position description temporarily.
- ED provided the committee with an update on the transition process, specifically: hiring process, ad hoc committee appointments and meeting plans. A similar update will be provided at the full Board meeting.
- July's suggestion box cards were reviewed. There was discussion on how the Board might follow-up to ensure that suggestions are addressed by the operator.
- A revised TPMPD Work Plan was presented and will be included in the ED's report.
- Reviewed the timeline and process for Budget approval and tax levy resolutions.
- Discussed the need for a new Treasurer for the MPD

ATTACHMENTS

- Agenda and approved Summary Minutes from EDC meeting 7/10/2014
- Agenda from EDC meeting 8/14/2014

TPMPD Executive Director Committee

Meeting Agenda & Summary Minutes

July 10, 2014 5:30pm – 7:00pm

Conference Room #1, 6300 Southcenter Blvd.

Attendees: Verna Seal, Allan Ekberg, Kathy Hougardy, Jennafer Price Cargill (ED)

Guests: Steve Burke (by phone), Ellen Gengler, Kim McCoy

- I. Opening - *ED called the meeting to order at 5:39pm*
 - A. Approval of the agenda – *Approved as presented*
 - B. Approval of last month's minutes – *Motion to approve by Verna Seal, seconded by Kathy Hougardy. Motion passed.*
- II. New Items
 - A. Work Session regarding review of operational options w/Steve by phone – *Discussion with Steve focused on overarching purpose of the work session and general outline of the topics to be covered. General agreement to formally announce as a Special Meeting so that the Board may vote and take action.*
 - B. Suggestion box items from May and June – *Only one suggestion this month: a note about keeping the front desk area cleaner. A copy was provided to Malcolm in person and an email version was sent to Rick's office.*
- III. Open Items
 - A. Executive Director position description - *Kathy Hougardy offered a revised version that reduced redundancies and eliminated references to specific operational models. No major content changes were proposed.*
 - B. Operator's response loop – *ED reports that there has been no further movement on this from the operator.*
- IV. Agenda Items for Next Month – *ILA is the main item on the agenda at the moment. Verna requested that the packet include a good red-line copy as well as the clean copy so that the Commissioners may track the changes.*
- V. Action Items
 - *ED will take necessary steps to notice July 19th as a Special Meeting and inform the other Commissioners of the logistics surrounding the day.*
 - *ED will follow up with Attorney to ensure that packet includes red line version of the ILA*
- VI. Adjournment – *ED adjourned the meeting at 6:48pm*

TPMPD Executive Director Committee
Meeting Agenda

August 14, 2014

5:30pm – 7:00pm

Hazelnut Conference Room, 6200 Southcenter Blvd.

Attendees: De'Sean Quinn, Kate Kruller, Kathy Hougardy, Jennafer Price Cargill

- I. Opening
 - A. Approval of the agenda
 - B. Approval of last month's minutes
- II. Open Items
 - A. Transition process check-in
 - B. Suggestion Box
- III. New Items
 - A. Revised work plan for ED
 - B. Tax levy and Budget deadlines
 - C. New Treasurer for the TPMPD
- IV. Agenda Items for Next Month
- V. Action Items
- VI. Adjournment

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District

ITEM NO
4.D.

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: August 19, 2014

SUBJECT: Operations Report

ISSUE

Staff update on pool operations

FINANCIAL IMPACT

No financial impact

BACKGROUND

This memo is intended to provide the Board and Community with an update on activities, operations and issues that have occurred at the Tukwila Pool.

DISCUSSION

Program Revenues: July 2014 revenues were \$24,354.34. Year to date revenues total \$139,187.04 and 55.82% of the annual revenue goal of \$249,310.

Swimming Education Programs: 318 registrations were received for swimming lessons held in July. Those registrations translated to over 2,393 lessons taught in the month of July. As expected, registrations are down in July due to the re-opening of the Rainer Beach Pool earlier this year.

Pass Purchases: Pass sales totaled \$2,758.11 with 72 passes sold. Membership Pass visits totaled 1,198 for July. July pass sales have been disappointing due to hardware and software issues that kept the pass scanner out of order for most of June and July. Pass sales are expected to rebound in September.

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

Special Events: Tukwila Tiger Sharks League Meet – Saturday, August 16th 8:15 am
The Tukwila Pool hosted the championship meet for our summer league on Saturday, August 16th. Teams from Auburn YMCA, Auburn Pool, Federal Way Community Center and Sumner Pool came to Tukwila to compete. 13 Tiger Sharks competed in the meet and had a great time.

Last Splash of Summer Floating Movie Night- Friday, August 29th 8 pm
Tukwila Pool will be showing Frozen at 8 pm for this FREE family friendly end of summer event.

Staffing: The summer has seen a few unexpected staff departures as well as anticipated staff departures as students prepare to return to school. Staff is working to cover shifts and cover shifts as appropriate.

Suggestion Box Follow Up Items: Shower curtains have been replaced and installed in the Men's Privacy Changing areas.

Support Services Transition: City staff is committed to facilitating a professional and efficient transition of support services. Furthermore, it is the City's goal to provide a seamless and gracious transition to ensure minimal impact to pool patrons. Staff have initiated the development of a transition plan to facilitate the transition and conclusion of support services. Staff will be meeting regularly with the MPD Executive Director to coordinate transition items.

Maintenance: During the planning stages of the 2012-2013 CIP project it was determined that some items could not be completed during the project. When the master scope was developed a list of those items not included in the CIP was developed and prioritized. That list was turned over to staff to complete utilizing the Repairs and Maintenance line item within the annual operating budget. In 2014 a total of three projects have been completed. Two projects were planned by staff and the third was prompted by the Department of Health.

1. Interior Doors Replacement = \$8,500
2. Domestic Boiler System Expansion Tank = \$2,550
3. Slide Pump Modification and Relocation = \$8,350

In addition to the one-time repair projects listed above, the Repairs and Maintenance budget is utilized for maintenance contracts that provide services for equipment and systems. Maintenance contracts account for approximately 50% of the \$20,000 annual line item budget. It is expected that the Repairs and Maintenance line item will be over budget (barring any large unexpected emergency repairs) by approximately \$9,000. A large portion of that can be attributed to the pool slide pump modification driven by the Department of Health.

A detailed expenditure plan for the 2015 Repairs and Maintenance budget line item will be included and given to the MPD in the Support Services Transition Plan.

Response to Life Cycle Replacement and Grant Questions

The CIP & Life Cycle Replacement line item is included in the Capital & Debt Service section of the monthly financial report. The dollar amounts in the Total Capital & Debt Service section does include the \$50,000 for CIP & Life Cycle Replacement, it simply was not displayed. It typically displays between the Bond Payment and CIP Reserve lines, however, it was accidentally grouped with other lines that are used for calculation purposes only. The calculation lines are grouped so that they do not display on the face of the report. The CIP & Life Cycle Replacement line has been ungrouped from the calculation lines and will display on future reports.

The City of Tukwila was awarded a grant from Seattle Children's Hospital and is passing the award to the MPD. The grant award is for \$48,000 and is for work that is to be completed no later than September 29, 2014. Seattle Children's Hospital is billed on a quarterly basis. Funds received to date are for work done in 2013 and the 1st quarter of 2014. As soon as funds are received by the City, they are passed through to the MPD and reflected in the financial reports. Additional revenue will not be reflected in the monthly financial report until after the 2nd quarter has been completed.

ATTACHMENTS

None

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, Executive Director

BY: Vicky Carlsen, Deputy Finance Director

DATE: August 20, 2014

SUBJECT: Monthly Financial Report

ISSUE

Monthly financial report.

FINANCIAL IMPACT

DISCUSSION

June 2014 has been closed and reconciled. Total revenue for the month of June is \$19,761 bringing the total revenue for the first half of the year to \$487,701.

Total expenditures for the month are \$128,139. The financial report attached provides additional information detailing the total revenue and expenditures. There is a charge of \$7,537 for legal/professional services. Legal fees totaled \$3,286.50 and there was a charge of \$4,250.00 to Claire Lyons for facilitation services for the annual Board retreat. Additionally, the June bond payment is reflected in this report.

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

RECOMENDATION

For information only.

ATTACHMENTS

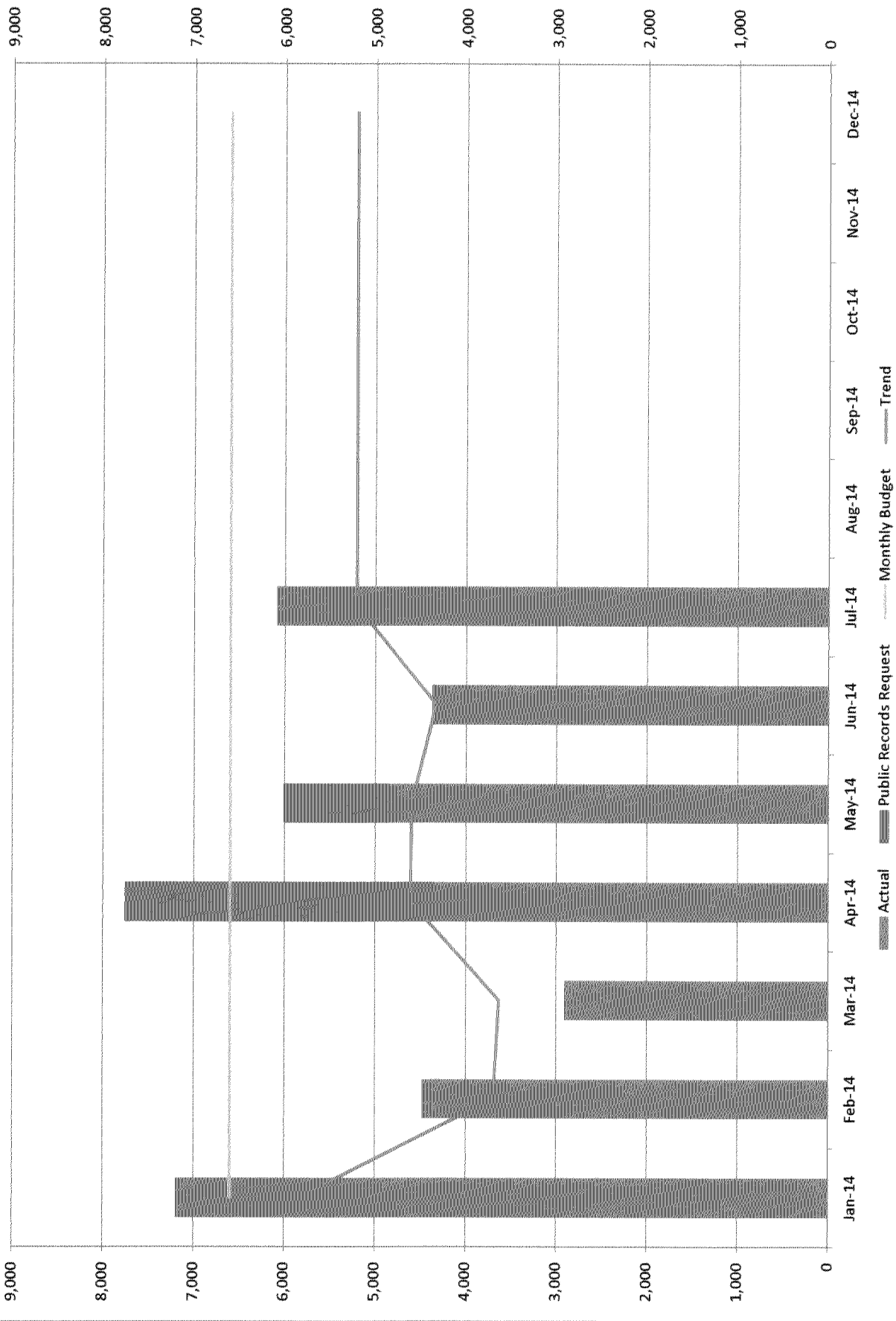
- A. June Financial Statement
- B. July Support Services Report

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

Percent of year expired 50.00%

	BUDGET	Actual Results			Q2 TOTAL	YTD TOTAL	% of BUDGET	
		Q1 TOTAL	APR	MAY				JUN
REVENUE								
TAX REVENUE	\$ 704,395	\$ 26,209	\$ 131,718	\$ 211,449	\$ 1,570	\$ 344,737	\$ 370,946	52.7%
PROGRAMS	191,800	41,863	17,222	13,971	17,931	49,124	90,988	47.4%
RENTALS	54,510	17,996	1,155	4,147	897	6,199	24,196	44.4%
SCHOLARSHIPS USED	(10,000)	(3,115)	(890)	(237)	(957)	(2,084)	(5,198)	52.0%
OTHER	-	(55)	(13)	(16)	(25)	(54)	(109)	0.0%
SALE OF MERCHANDISE	2,000	389	167	81	123	370	759	38.0%
SALE OF SWIM MERCHANDISE	-	558	228	58	222	508	1,066	0.0%
DONATIONS	1,000	78	-	-	-	-	78	7.8%
GRANT	30,000	-	4,976	-	-	4,976	4,976	16.6%
TOTAL REVENUE	973,705	83,924	154,563	229,453	19,761	403,777	487,701	50.1%
EXPENDITURES								
ADMINISTRATION/OVERHEAD								
11 SALARIES	45,000	9,375	3,750	3,750	3,750	11,250	20,625	45.8%
21 FICA	-	717	287	287	287	861	1,578	0.0%
24 INDUSTRIAL INSURANCE	-	25	(1)	7	7	13	38	0.0%
31 OFFICE & OPERATING SUPPLIES	5,000	1,989	-	-	-	-	1,989	39.8%
41 LEGAL FEES/PROFESSIONAL SERVICES	14,000	3,115	690	1,926	7,537	10,153	13,267	94.8%
42 COMMUNICATION	-	-	284	-	144	429	429	0.0%
43 TRAVEL	-	4	-	-	-	-	4	0.0%
45 GROUND LEASE	10,950	-	-	-	-	-	-	0.0%
46 INSURANCE	11,000	10,185	-	-	-	-	10,185	92.6%
48 REPAIRS & MAINTENANCE	-	208	-	-	-	-	208	0.0%
49 MISCELLANEOUS	-	-	-	-	412	412	412	0.0%
51 INTERLOCAL CITY FEES	79,200	14,581	7,756	6,788	4,369	18,912	33,493	42.3%
TOTAL ADMINISTRATION	165,150	40,199	12,766	12,757	16,505	42,029	82,228	49.8%
CAPITAL & DEBT SERVICE								
BRIDGE LOAN PAYMENT	121,458	30,364	10,121	10,121	10,121	30,364	60,728	50.0%
BOND PAYMENT	113,130	-	-	-	56,566	56,566	56,566	50.0%
CIP & LIFE-CYCLE REPLACEMENT	50,000	-	-	-	-	-	-	0.0%
CIP RESERVE	30,000	-	-	-	-	-	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	314,588	30,364	10,121	10,121	66,687	86,930	117,294	37.3%
OPERATIONS								
11 SALARIES	148,848	35,797	12,074	11,923	11,923	35,920	71,717	48.2%
12 EXTRA LABOR	140,000	39,348	16,481	14,326	14,419	45,226	84,574	60.4%
13 OVERTIME	5,000	1,226	124	-	185	309	1,535	30.7%
SALARIES & WAGES	293,848	76,372	28,679	26,249	26,527	81,454	157,826	53.7%
21 FICA	22,005	5,808	2,183	1,997	2,018	6,197	12,005	54.6%
23 PERS	16,379	4,398	1,697	1,546	1,424	4,668	9,066	55.4%
24 INDUSTRIAL INSURANCE	18,050	4,576	1,635	1,425	1,470	4,530	9,106	50.4%
25 LIFE, OPTICAL	1,391	326	101	108	108	317	643	46.3%
25 MEDICAL, DENTAL, LIFE, OPTICAL	30,937	7,735	2,578	2,843	2,843	8,263	15,998	51.7%
PERSONNEL BENEFITS	88,762	22,843	8,193	7,919	7,863	23,975	46,818	52.7%
31 OFFICE & OPERATING SUPPLIES	10,000	2,428	644	2,128	1,546	4,318	6,746	67.5%
31 CHEMICALS	7,375	2,271	680	943	595	2,218	4,489	60.9%
34 RESALE PURCHASES	1,500	213	93	265	-	358	571	38.1%
SUPPLIES	18,875	4,912	1,418	3,336	2,141	6,894	11,806	62.5%
42 COMMUNICATION	2,200	464	154	423	237	814	1,278	58.1%
44 ADVERTISING	10,000	1,194	-	492	342	835	2,028	20.3%
45 OPERATING RENTALS & LEASES	750	-	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	80,000	13,922	5,545	5,185	6,006	16,736	30,658	38.3%
48 REPAIRS & MAINTENANCE	20,800	2,352	326	9,984	1,143	11,454	13,806	66.4%
49 MISCELLANEOUS	5,200	1,648	222	1,291	275	1,788	3,436	66.1%
49 CREDIT CARD FEES	4,500	856	318	496	412	1,226	2,082	46.3%
OTHER SERVICES & CHARGES	123,450	20,436	6,565	17,871	8,416	32,853	53,289	43.2%
TOTAL OPERATIONS	524,935	124,562	44,855	55,374	44,947	145,176	269,739	51.4%
TOTAL EXPENDITURES	1,004,673	195,125	67,743	78,253	128,139	274,136	469,261	46.7%
CHANGE IN FUND BALANCE	(30,968)	(111,200)	86,820	151,199	(108,378)	129,641	18,441	-59.5%
BEGINNING FUND BALANCE	440,537	319,430	208,230	295,050	446,249	208,230	319,430	72.5%
ENDING FUND BALANCE	\$ 409,569	\$ 208,230	\$ 295,050	446,249	337,871	\$ 337,871	\$ 337,871	82.5%

2014 MPD Support Services Cost



Tukwila Metropolitan Park District
 Support Services Summary
 July 2014

Dept Description	DEPT	Values	Sum of HC Sum of SALARIES & BENEFITS
Mayors Office	03	15.25	702.05
Finance	05	25.25	1,305.43
Parks and Recreation	07	33.50	1,253.50
IT	12	23.00	1,347.40
Parks	15	13.50	484.43
Grand Total		110.50	\$5,092.81
Overhead Expense		10%	\$509.28
Invoice Total			\$6,086.53

Sum of Hours	Full Name	Activity Description	Total
3	ALMBERG-DIDEON, DANA		
2		Reprint MPD packet materials and set up chambers for meeting	
1	CARLSEN, VICTORIA	Print & distribute MPD packet	
1.5		MPD Accounting	
1		Meeting with ED regarding budget	
0.5	CLINE, DAVID	MPD Meeting	
2		MPD Meeting	
2	EATON, ROBERT	MPD Meeting	
10		MPD Repairs and Maintenance Budget Line Item Update and Forecast Memo	
2.5		Facility Maintenance - Boiler Expansion Tank, pumps, filter system.	
2		Burglar Alarm Response	
4		MPD Transition Meeting	
1.5	FRICKE, KAREN	MPD Meeting	
2		MPD Payroll Processing	
2	HART, MELISSA	MPD Meeting	
6		MPD: Received minutes from Lady of Letters and forwarded summary minutes to the MPD Executive Director. Began review of minutes.	
0.25		MPD: Print final Resolution for signature by Board President and Clerk of the Board in preparation of mailing to MPD Board Attorney. Distributed June MPD E	
0.5		MPD: Assist in the preparation of the Council Chambers for the July MPD Board meeting.	
0.5		MPD: Finish restoring Council Chambers for Court use from July MPD Board meeting. gathered Audio CD and signed documents left in Chambers; copy and	
4.25		Receive MPD Special Meeting minutes from the ED, review and transfer to the standard minute template. Returned minutes to ED with a reminder that the r	
0.5			
5.75	JUE, LILY	Fin & Acctg: Reviewed & posted 14 MPD uploaded JEs regarding loan pmts & loan receivables for the months of Jan thru July 2014.	
1.25		Fin & Acctg: Portion of MPD March bank statement reconciliation.	
3		April 2014 MPD Bank Reconciliation	
1.5	KING, JAMES	did walk through at pool checked all pressures lubed door latches with wd 40	
11.5		took pool readings, lubed diving board & pool cover rollers, lubed exterior doors, called multiple contractors for quotes for new expansion tank cost and labor (
2		check pool readings lube pool cover rollers and diving board	
5.5		took readings of pool pressures, inspected door for not closing properly, bought and installed longer screws to hold upper hinge so door doesn't sag6	
2			
2	LE, BAO-TRAN	Digitize records	
1.5			

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: August 10, 2014

SUBJECT: TPAC Committee Chair's Report and Recommendation

ISSUE

Summary of the August meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date August 2, 2014

DISCUSSION

- 1) The committee reviewed the BBQ/Picnic event we held on July 26th. It was agreed that everything went as planned. We had decent community participation for this first year event. In a future meeting the committee will discuss ways to improve, including more collaboration between the Pool and Parks and Rec. and better promotion of the full day's events. All volunteers acknowledged they enjoyed the day and the weather could not have been better. The sum of \$273.00 was raised for the pool scholarship fund and will be presented during this month's MPD meeting. I personally would like to commend committee members and STP volunteers for their efforts and we now have the equipment available to reduce costs for future events. I also would like to give special thanks to Parks and Rec. for loaning us the tables and chairs at no cost.
- 2) TPAC discussed the request received to support the subcommittees being formed by the Board to address the transition to self-operation. Committee members have volunteered for each committee and I sent a letter to the Board announcing our results for consideration. We are ready to assist in any way requested.
- 3) Our ED gave a briefing by phone and indicated that the job posting for Aquatics Manger had been posted on 8/1 and is already receiving interested candidates. She also said the hiring subcommittee will need to meet very soon. She is proposing a August 19th first meeting date.

TPAC RECOMMENDATIONS

None for the month of August

ATTACHMENTS

- Draft minutes from August 2nd meeting
- Approved minutes from July 12th meeting

Tukwila Pool Advisory Committee

August 2, 2014

"Draft" Minutes

Tukwila Community Center, Arts Room "A"

CALL TO ORDER: 8:11, Vanessa Zaputil called the meeting to order

ATTENDANCE:

TPAC Members: Kim McCoy, Kay Mulliner, Vanessa Zaputil, Jeri Frangello-Anderson and Dave Puki arrived at 8:25

TP MPD Clerk: Kate Kruller

TP MPD Commissioner: Allan Ekberg

Guests: Ellen Gengler, Jacque Carroll and Diane Myers

TP MPD Executive Directory: Jennafer Cargill-Price called in at 9:10

Approval of July 12, 2014 Minutes. Jeri made motion to accept minutes as presented, Kay seconded.

Unanimous vote

BUSINESS ITEM 1: Review of Community BBQ Fundraiser Swim event held July 26th including funds raised for the Scholarship Program. Event went off as planned and well supported. Volunteer support was fantastic. Health Department, Ann Jackson was very supportive and was very impressed by Dave's invention for a hot water had washing station. Total raised for the Scholarship Program was \$ 273.00. A special acknowledgement and huge thank you to all the volunteers that gave up their time and support. Diane was awesome for getting people to come back for the \$1.00 swim. TPAC noted that the \$1.00 swim at the pool wasn't marketed well. A huge shout out thank you to Global to Local for supplying volunteers and Ellen Gengler for providing the graphics and signage. A huge Thank You to Dave Puki for purchasing and providing all the food and drinks for the event.

BUSINESS ITEMS 2: Discussion regarding Board direction toward self-operation and requests for member participation on subcommittees: Solicit volunteer TPAC members for selection to sub committees per request. Dave handed out an unofficial memo from the Board President regarding the future operations of the pool. The unofficial memo indicated implementing hiring an Aquatics Manager, Engage an Accountant, Install a new POS system, replace all city owned equipment, hire additional staff, develop basic TMPD policies and procedures and establish new service and rental agreements. Three

committees are in need of TPAC participation. Budget, Hiring and Logistics. Vanessa voiced that she would definitely like to be part of the budget committee; she feels that this is her strength and would like to be involved with this committee. Kim indicated that he had experience with hiring and would be more than happy to serve on the hiring committee. Jeri indicated that she also would be interested in serving on this committee. Dave feels his strength would be closely related to the logistics committee. TPAC Members and TP MPD Clerk also noted that Kay would be a huge asset to hiring. Kay agreed to volunteer as needed as an Ad Hoc if needed. Allen noted that Ellen would also be a huge asset to the budget committee. Vanessa indicated that in talking with Verna at the BBQ, hiring the Aquatics Manager needs to happen sooner than later. Kim made a motion for the board to consider Kim/Jeri for the Hiring Committee, Vanessa for the Budget Committee and Dave for Logistics. Kay as an Ad Hoc as needed. Jeri seconded.

Kate did indicate that if the board isn't ready by the first of the year, the city has indicated that they will be there if needed if everything is not ready to go by the end of the year deadline to keep the pool operational.

Unanimous vote.

Vanessa exited meeting at 8:30 am

BUSINESS ITEM 3: Executive Director Update. Jennafer called in at 9:10 with update. Jennafer indicated that the Aquatics Manager position was posted to the NRPAC Website on Friday 8/1 and so far there are 3 very qualified people interested. Jennafer has put together a preliminary date of August 19th for the Hiring Committee to meet. Jennafer also sent the job description to Steve Burke and the Board. Dave asked Jennafer if TPAC and the Commissioners could also receive the job posting via email. Dave to email back to the board the TPAC volunteers interest in the various committees in regards to unofficial memo provided for the future operations of the Tukwila Pool.

Kim made motion to adjourn, Jeri seconded.

Next TPAC meeting September 6, 2014

Tukwila Pool Advisory Committee

July 12, 2014

FINAL

Tukwila Community Center

Call to Order: 8:10

ATTENDANCE:

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

Executive Director: Jennafer Cargill Price

MPD Commissioner: Verna Seal

Guest: Diane Myers, Ellen Gengler

APPROVAL OF June 7, 2014 Minutes: Vanessa made motion to accept minutes as presented, Kay seconded. Unanimous vote.

Business Item 1: Formalize final plan for BBQ Fundraiser Swim Event, July 26th: Banner: Kim picked up banner and discussion regarding where to put banner. Vanessa indicated that she had place two calls to the school district and even made a visit to the administration building for placing the banner along the fence and hadn't heard back. Verna was going to check into this. In the interim due to time it was discussed to hang the banner from the trees on the 144th side. Vanessa and Diane volunteered to hang the banner on Sunday. A huge thank you to Ellen for the design of the banner and Kim for taking care of getting the banner printed.

Next item was the food service permit; Dave spoke with the Public Health Department. Very strict guidelines. Dave did get a direct contact with Ann Jackson and has had conversations regarding the food handler's course and all restrictions that are required. Ann indicated that she would review the application once it crossed her desk and she will come out on the day of the event to issue the permit. Due to restrictions food will be cooked to order. Condiments will need to be held in an ice bucket. Discussion regarding purchasing condiment packets. Ann was very firm about hand washing stations with paper towels. Dave to follow up with Ann Jackson to confirm that everything is all on track. Vanessa researched with Cash N Carry and Costco seem to have all items needed. Vanessa followed up with Safeway, Saars and Cash N Carry regarding sponsorship. Timeline was just too short. Alma was checking with Trader Joes regarding water and fruit and hadn't heard back.

Next item was how much food is needed. 100 Hamburger Meals and 50 Hot Dog Meals for a total of 150 meals. Discussion regarding the price for meals, should the price be different for hamburgers vs hotdog meals. The price agreed upon was \$4.00 for Hamburger Meal or Hot Dog Meal. Kim asked

about a credit card reader, due to the fact that there is no account to deposit the money, at this time a debit card is not an option. Dave indicated that to help drive sales the Otter Pops might be a good option for a give out coupons to give out after the swim. Kim indicated that his church can print banners, this would be a good option for booth signage, and he said he would check into the printing.

Vanessa Zaputil exited meeting at 8:55

Volunteers for the event: 6 signed up for the morning and 7 for the afternoon. Dave as of right now is the only cook at this time. Safety table. Seattle Children's water safety coloring books, pool tattoos, Lifesavers, and pool brochure.

Games: Diane indicated that she had cones she could provide for ring toss. Dave to provide Frisbee toss, Jeri and Dave to check at Dollar Store for additional games. STP has offered to provide bubbles and hacky sacks.

Business item #2: Initial Fact Finding Discussion regarding possible operations changes. Jennafer indicated at the MPD meeting that the City Administrator came to the MPD meeting that the city would like to request that the city would like to terminate the contract to operate the pool to go into effect January 2015. The special meeting will be July 19th. Agenda is what our options are and what does this mean. Self-operated or looking at other options. Steve Burke will also be present at the special meeting.

Business Item #3: ED Update – Jennafer indicated that Amy will not be returning as soon as thought, but has been released by her doctor to return to work. EDC Meeting Two suggestion cards were presented. EDC description to be tightened up at a later date with all the changes taking place.

Kay made motion to adjourn, Jeri seconded.

Next TPAC Meeting August 2, 2014, Tukwila Community Center

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: Jennafer Price Cargill, Executive Director

DATE: August 21, 2014

SUBJECT: **Ad hoc transition committees update**

ISSUE

An update on the progress of the ad hoc committees formed to transition the Tukwila Pool operations to the TPMPD

FINANCIAL IMPACT

none

BACKGROUND

In July, the TPMPD Board voted to form four ad hoc committees to address the various work necessary to transition to self-operating. Those committees were: Hiring, Logistics, Budget and Legal.

DISCUSSION

For information purposes only. All the members have been appointed to the Hiring Committee and their first meeting was August 19th.

ATTACHMENTS

none

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, Executive Director

DATE: August 21, 2014

SUBJECT: **TPMPD Treasurer revision information**

ISSUE

As part of the transition to self-operating, the MPD will require a new Treasurer

FINANCIAL IMPACT

Potentially financial savings, estimates vary

BACKGROUND

Resolution #1, Section 10 authorized the City of Tukwila's Finance Director to serve as the Treasurer of the TPMPD. As the contract for support services with the City will be ending by January 2015, the TPMPD has been asked to designate a new Treasurer.

DISCUSSION

For information purposes only. King County offers itself as Treasurer for all special purpose districts within its jurisdiction at no cost. Services available include:

- Accounts payable
- Cash management
- General ledger and reporting.

ATTACHMENTS

none

