

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: December 12, 2012

SUBJECT: Preliminary 2013 Draft Long-Term Agenda

ISSUE

A preliminary review of MPD agenda items for 2013.

FINANCIAL IMPACT

No financial impact at this time.

BACKGROUND

The first Draft Long-Term Agenda was presented to the MPD Board at their January 9, 2012 meeting. The concept was to understand the work load and decisions that the Board would be dealing with throughout the year. This was initiated to determine how many meetings would be needed, how long the meeting would potentially be and to assist in covering all agenda items desired by the Board or required for operations.

DISCUSSION

Attachment A was prepared in the new format of the proposed long-term agenda so the MPD Board could review all the items that have been discussed, reviewed and dealt with since September 2011. The Preliminary 2013 and 2014 Long-Term Agendas are attached for your review and discussion in Attachments B and C, respectively.

One will notice that the current agenda items only necessitate quarterly meetings after January, depending upon what new issues the Board wants to consider for 2013. Two items the Board wanted to consider at some point in the future are marketing issues and the MPD's relationship with the Tukwila School District (TSD). The Tukwila Pool Marketing Committee plans to make a presentation to the Board at the March 2013 meeting. There has been no further discussion of developing a formal relationship with the TSD.

RECOMMENDATION:

Staff recommends approving the Preliminary 2013 Draft Long-Term Agenda.

ATTACHMENTS:

- A. 2011 to 2012 Long-Term Agenda
- B. Preliminary 2013 Draft Long-Term Agenda
- C. Preliminary 2014 Draft Long-Term Agenda

Tukwila Metropolitan Park District Long-Term Agenda 2011 to 2012

Attachment A
2011-2012

2012															
September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
9/12/11	10/10/11	11/14/11	12/12/11	1/9/12	2/13/12	3/12/12	4/15/12	5/14/12	6/18/12	7/16/12	8/20/12	9/17/12	10/15/12	11/19/12	12/17/12
	Approval of Minutes	Approval of Minutes	Approval of Minutes	Approval of Minutes	Approval of Minutes	Approval of Minutes	Approval of Minutes	Approval of Minutes	Approval of Minutes	Meeting Cancelled	Approval of Minutes	Approval of Minutes	Approval of Minutes	Approval of Minutes	Consent Agenda
Appointment of Officers	Authorize: Board Pres. Interlocal City & MPD Interim financing and repayment		Public Hearing- Resolution 2011 Budget	Board Appointments: V. Seal as Board President; K. Hougard as Clerk	Resolution: Change fund for operations	CPAC: Board Member as ad hoc CPAC member	Resolution: Amend resolution 8 to Tukwila Pool Advisory Committee	Resolution: Amend resolution 8 to elect CPAC officers on annual basis	Resolution: Change day/time for MPD meetings to 3rd Monday at 8pm.	Resolution: ESP - Addendum 1 (to clarify five ESP-adopted on 8-20-12)	Authorize: Board Pres. to sign grant acceptance agreement form with DOC #A16.066	Authorize: ESP - Addendum 1 (to clarify five ESP-adopted on 8-20-12)	Capital Project Update	Public Hearing - 2013 Budget 2013 Tax Levy	Approval of minutes; and vouchers.
Appoint Executive Director	Extension of Interlocal Agreement with City (discussion)		Public Hearing: Resolution 2012 Budget	ESPC Program authorization: Interagency agreement with DES	Authorize: Board Pres. Sign addendum to IA w/ (clarification on wording)	CPAC: Report form first meeting	ESPC: Rough order of magnitude (preliminary CIP project list)	ESPC: Draft Energy Services Proposal Cost estimate for ESP	Financing options for funding CIP			Discussion: City support services contract	Authorize: Issuance of Limited Tax General Obligation bonds \$1M for CIP	2013 Programs & Fees Review	Approval of minutes; and vouchers.
Resolution: Establishing the Operations and Governance of MPD	Proposed facility improvements	Budget & Finance Budget 2011-12 Long-term financial plan Capital budget	Resolution: Adopt 2011 Budget	ESPC Program authorization: Selection of energy services company	Citizens Pool Advisory Committee appointments	2011 pool program & associated revenues presentation (PPT)	Reports: Commissioners; Staff - CIP update, operations, facility use, schedule, legal representation at MPD meeting, MPDs around state, future MPD agendas; CPAC agendas & minutes; Long-term agenda	Quarterly Reports - Program & Financial	Solar Thermal energy presentation & discussion		Adopt: Energy Service Plan (ESD); Authorize: Board Pres. To sign necessary documents with DES for McKinstry to implement CIP (IA amendment & funding approval form)	Discussion: Independent review of support services contract	Presentation: 2013 Budget; 5- & 20-year financial plans to TPAC	Capital Project Update	Discussion: Independent Review of Support Services contract
Authorize: Board Pres. Interlocal City & MPD for Support Services through 1-15-12.	Reports: Interim Executive Director, P&I Director	Authorize: Board Pres. Amendment to IA w/ City to expire 1-15-13	Resolution: Adopt 2012 Budget	ESPC Program authorization: Investment grade audit.	Jeri Fragelle-Anderson, Position #1, Voucher; Vanessa Zapell, Position #2, CIP status; Long-term agenda		Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC agenda & minutes; Communication from STP Long-term agenda	Approve: CIP list in 6-13-12 Memo & attachments	Authorize: Board Pres. to sign grant acceptance agreement with PSE \$14,041 (pool cover)		Preliminary review of 2013 programs and fees.	Resolutions: Adopt 2013 Budget; 2013 Tax Levy	Authorize: Board P. to sign prof. services contract Lisa M Marshall Legal Services through 12/31/13	Discussion: Independent Review of Support Services contract	Authorize: Board P. to sign prof. services contract Lisa M Marshall Legal Services through 12/31/13
Resolution: Selecting insurance provider	Authorize: Interlocal City & MPD for Support Services	Discussion regarding Citizen Advisory Group	Discussion proposed 5-year financial plan	Approval: draft long-term agenda	Bryan Nelson, Position #3, David Palk, Position #4, Vida Verdler, Position #5, expires 12-31-14		Authorize: Board Pres. to sign DES funding authorization form, amendment #1 to implement CIP list \$78,438 (design only)	Authorize: Board Pres. to sign DES funding authorization form, amendment #1 to implement CIP list \$78,438 (design only)	Rental policy review		Discussion: Legal process for change in Governance.	Authorize: Board President to sign Interlocal Agreement with City for bonding.	Discussion: Yes/No interested in change of MPD Governance at some point in the future.		Discussion: Long-term Agenda
Resolution: Selecting establish bank account		Next steps-future agenda items (discussion only)	Discussion 2012 pool fees	Citizens Pool Advisory Committee - update & timeline	Citizens Pool Advisory Committee - ad hoc member by Board Commissioner		Authorize: submittal of grant to Dept. of Commerce; Commitment of \$1,250,000 as match.	Approval: revised 2012 draft long-term agenda	2013 budget direction	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Misc. - Long-term agenda.		
Resolution: Procedure for Payment of MPD invoices	Reports: Visiting meeting notes Vouchers Staff	Capital Project Update	Discussion Citizen Advisory Committee	Report: Voucher report Staff	Citizens Pool Advisory Committee - Board priorities direction	Quarterly Reports - Programs & Financial	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes; Chairperson report; Long-term agenda	Approval: revised 2012 draft long-term agenda	2013 budget direction	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Misc. - Long-term agenda.		
Resolution: Loan from City and repayment terms - \$1.1M @ 2% for 10 years; 1st payment June 2013.			Future agenda items: 2012 pool programs; Rental policy and guidelines Tukwila School District collaboration	Report: Voucher report Staff	Quarterly Reports - Programs & Financial		Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes; Chairperson report; Long-term agenda	Approval: revised 2012 draft long-term agenda	2013 budget direction	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Misc. - Long-term agenda.		
Authorize: Board Pres. Professional services contract w/ Lisa M. Marshall for legal counsel	10-28-11 @ 5PM Interlocal City & MPD Pool Visiting Meeting		Reports: Voucher report Staff	Reports: Voucher report Staff 2012 pool fee schedule	Quarterly Reports - Programs & Financial		Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes; Chairperson report; Long-term agenda	Approval: revised 2012 draft long-term agenda	2013 budget direction	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Reports: Commissioners; Staff - CIP update, operational issues, short-term agenda, TPAC - agenda & minutes, chairperson report.	Misc. - Long-term agenda.		

Color KEY
Consent Agenda
Budget Items
Capital Issues
Policy Issues
Support Services
TPAC Issues
Legal Services Issues
Long-term planning
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Tukwila Metropolitan Park District Long-Term Agenda 2013

2013											
January	February	March	April	May	June	July	August	September	October	November	December
1/22/13	2/19/13	3/18/13	4/15/13	5/20/13	6/17/13	7/15/13	8/19/13	9/16/13	10/21/13	11/18/13	12/16/13
Consent Agenda:		Consent Agenda:		Consent Agenda:			Consent Agenda:			Consent Agenda:	
Approval of minutes; and vouchers.		Approval of minutes; and vouchers.		Approval of minutes; and vouchers.			Approval of minutes; and vouchers.			Approval of minutes; and vouchers.	
Capital Project Update		Capital Project Update		Capital Project Update			Preliminary Budget Direction; Programs & Fees Discussion; & Fee Study			Appointment of Officers	
2013 Programs & Fees Review		Capital Project - Close Out		Capital Project - Close Out						Programs & Fees Discussion	
		Support Services Financial Report for 2012 and Review		Policy Review: Rental, programs and budget process.			Quarterly Report - Year End, Program & Financial: Support Services			Public Hearing - 2014 Budget: 2014 Tax Levy 1% Tax Increase	
		Discussion: Pool Operations Scope of Work		Discussion: Marketing Plan						Resolutions: Adopt 2014 Budget; 2014 Tax Levy	
Capital Project Update		Marketing: Logo, tag line, etc.		Community Vision: What is the long term vision for the Tukwila Pool now that the Capital Project is complete?						2013 TPAC Terms Expiration #1 & #2	
Capital Project - TOUR	Re-Grand Opening TBD	2012 Year End Report - Program & Financial		Quarterly Report - Year End, Program & Financial: Support Services						Preliminary Long-Term Agenda	
										Preliminary TPAC Direction	
										Attorney Contract	
										Support Services Contract	
										Quarterly Report - Year End, Program & Financial: Support Services	
										10-1-13 Budget Distribution	
										Budget: 20-year Financial Plan Distribution	

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**Tukwila Metropolitan Park District
Long-Term Agenda
2014**

2014											
January	February	March	April	May	June	July	August	September	October	November	December
1/20/14	2/17/14	3/14/14	4/21/14	5/19/14	6/16/14	7/21/14	8/18/14	9/15/14	10/20/14	11/17/14	12/15/14
	Consent Agenda: Approval of minutes; and vouchers.			Consent Agenda: Approval of minutes; and vouchers.			Consent Agenda: Approval of minutes; and vouchers.			Consent Agenda: Approval of minutes; and vouchers.	
	Support Services Financial Report for 2013, Discussion			Policy Review: Rental, programs and budget			Preliminary Budget Direction; Programs & Fees Discussion; & Fee Study			Appointment of Officers	
				Marketing Plan Review						Programs & Fees Discussion	
	2012 Year End Report - Program & Financial: Support Services			Quarterly Report - Year End, Program & Financial: Support Services			Quarterly Report - Year End, Program & Financial: Support Services			Public Hearing - 2015 Budget: 2015 Tax Levy 1% Tax Increase	
										Resolutions Adopt: 2015 Budget; 2015 Tax Levy	
										2014 TPAC Terms Expiration #3, #4 & #5	
										Preliminary Long-Term Agenda	
										Preliminary TPAC Direction	
										Attorney Contract	
										Support Services Contract	
										Quarterly Report - Year End, Program & Financial: Support Services	

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