

**TUMWATER METROPOLITAN PARK DISTRICT
MINUTES OF HYBRID MEETING
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CONVENE: 6:00 p.m.

PRESENT: President Joan Cathey and Boardmembers Michael Althausen, Peter Agabi, Leatta Dahlhoff, Angela Jefferson, Charlie Schneider, and Eileen Swarthout.

Staff: City Administrator John Doan, Finance Director Troy Niemeyer, Parks and Recreation Director Chuck Denney, Assistant Finance Director Shelly Carter, and City Clerk Melody Variant.

**APPROVAL OF
MINUTES - OCTOBER
19, 2021:**

MOTION: Boardmember Dahlhoff moved, seconded by Boardmember Swarthout, to approve the minutes of October 19, 2021 as published. A voice vote approved the motion unanimously.

**SELECTION OF
OFFICERS OF THE
BOARD:** City Administrator Doan invited nominations for Chair of the Tumwater Metropolitan Park District (TMPD).

NOMINATION: Boardmember Swarthout nominated Joan Cathey to serve as Chair of the TMPD.

No other nominations were offered.

ACTION: The Board voted unanimously to appoint Joan Cathey to serve as the 2023 Chair of the TMPD.

NOMINATION: Boardmember Dahlhoff nominated Charlie Schneider to serve as 2023 Vice Chair of the TMPD.

No other nominations were offered.

ACTION: The Board voted unanimously to appoint Charlie Schneider to serve as the 2023 Vice Chair of the TMPD.

SCHEDULE: City Administrator Doan recommended scheduling another meeting focused on a review of completed and future projects. He suggested action at the next meeting could include an amendment to the bylaws changing the annual meeting time to begin to 5 p.m.

The Board supported the proposal.

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**INTERLOCAL DATA
SHARING
AGREEMENT WITH
THE WASHINGTON
STATE AUDITOR'S
OFFICE:**

Director Niemeyer reported the proposal is an interlocal agreement with the State Auditor's Office for sharing of data. The City signed a previous agreement with the State Auditor's Office for the City of Tumwater. Approximately 18 months ago, the Washington State Auditor's Office experienced a data breach. Subsequently, the Legislature adopted legislation requiring data sharing agreements with all entities audited by the agency. The agency is requesting a similar agreement for the TMPD because the Board is a separate legal entity. The agreement outlines measures the agency will take to protect TMPD data. Staff requests approval of the Interlocal Data Sharing Agreement with the Washington State Auditor's Office.

MOTION:

Boardmember Swarthout moved, seconded by Boardmember Jefferson, to authorize the Board Chair to sign the interlocal agreement as presented. A voice vote approved the motion unanimously.

PUBLIC HEARING:

**RESOLUTION NO. R
TMPD 2022-001, AD
VALOREM FOR
REGULAR
PROPERTY TAXES
FOR THE FISCAL
YEAR 2023:**

Chair Cathey opened the public hearing on Resolution No. R TMPD 2022-001 at 6:10 p.m.

Assistant Finance Director Carter presented the 2023 property tax levy resolution for the TMPD. The City is required to respond to the Thurston County Assessor's Office by November 30, 2022 with an approved resolution to certify revenue for 2023. Each year, the Thurston County Assessor's Office provides reassessed values of all existing properties, new construction, and any annexations. The City uses the information to estimate the value of TMPD's annual property tax levy. Property tax is a revenue source supporting TMPD's ongoing maintenance, operations, and any new projects/programs. The levy can be increased each year by the lesser of the Implicit Price Deflator (IPD) or one percent. The IPD this year was 6.457. The proposed resolution includes certification of TMPD's 2023 property tax levy with an increase of one percent. The estimated levy for 2023 is \$1,870,000 million representing a one percent increase over 2022 resulting in an additional \$18,545. The 2022 estimated new construction value is \$200,850,000 providing an additional \$80,110 of property tax revenue for 2023. Annexations in 2022 provided an estimated \$56,670,000 in property value generating additional revenue of \$28,336. The combined 2023 property tax levy including the one percent increase, new construction, and annexations establishes TMPD's indirect tax rate per \$1,000 of assessed value at \$.32. A public hearing on the proposed resolution is required by statute. The resolution is required to establish and certify TMPD's request for the 2023 property tax levy and the indirect property tax rate as proposed. Staff requests approval of the proposed resolution following the public hearing.

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With there being no public testimony, Chair Cathey closed the public hearing at 6:13 p.m.

MOTION:

Boardmember Dahlhoff moved, seconded by Boardmember Swarthout, to Adopt Resolution No. TMPD 2022-001, A resolution relating to tax revenue of the TMPD fixing the regular property tax levy for the TMPD, for the fiscal year ending December 31, 2023. A voice vote approved the motion unanimously.

**RESOLUTION NO. R
TMPD 2022-002,
ADOPTING THE
BIENNIAL BUDGET
2023-2024:**

Chair Cathey opened the public hearing on Resolution No. R TMPD 2022-002 at 6:14 p.m.

Director Niemeyer provided an overview of the TMPD's proposed biennial budget for 2023-2024. Wages, salaries, and benefits are approximately \$900,000 with a number of projects included for land acquisition, parks, new community center, park projects, trails, and deferred maintenance. The total budget for the biennium is \$6.6 million.

Boardmember Schneider requested clarification as to what is included in land acquisition of \$4,875,000. Director Niemeyer replied that the amount is for land purchase and does not include construction costs.

City Administrator Doan noted how the budget document outlines the specific items included in line item budget of \$4,875,000. It includes land acquisition, community garden, neighborhood park, improvements in the Historic District, and funds for the new community center.

Chair Cathey asked for additional information as to what is included in the \$50,000 allocation for community garden. Director Denney said the allocation is an estimate for the biennium based on previous community garden projects and projected community garden projects. The total community garden fund of \$200,000 was allocated for the TMPD. It is possible to amend the biennium budget if the Board wishes to increase spending or include an unanticipated project.

Director Niemeyer described the budget amendment process, which is similar to the Council's budget amendment process. Some Citywide projects have been delayed because of supply chain issues and the shortage of contractors. Should the Board increase the budget allocation for Community Garden, it may be unnecessary to process an amendment if the budget is under the forecast; however, if projects proceed as planned and an increase is necessary, a budget amendment would be presented at a future meeting.

Boardmember Jefferson inquired about the Park Deferred Maintenance allocation. Director Denney explained that when the TMPD was created, one of the top public priorities was maintaining existing facilities prior to

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adding new facilities. The TMPD established a fund for the first five years that included allocation of a specific amount of funds to address maintenance that had been deferred because of the lack of funds.

Chair Cathey asked about the status of purchasing a new vehicle during the current biennium. Director Denney advised that because of supply chain issues, it necessitated the ordering of the same vehicles twice.

Director Denney responded to questions about the process for increasing the allocation for community gardens. To date, the District has expended approximately \$20,000 for the community garden at a local church. If more projects are identified, the current budget allocation could fund the projects. However, if more garden projects are identified exceeding the budget appropriation of \$200,000, a budget amendment would be required to identify funds either from the TMPD or from another source of funds in the City's budget.

Boardmember Agabi inquired about the timeline associated with the TMPD's budget. Director Denney explained that when the TMPD was formed, a 20-year budget was established for the TMPD.

With there being no public testimony, Chair Cathey closed the public hearing at 6:29 p.m.

MOTION:

Boardmember Dahlhoff moved, seconded by Boardmember Jefferson, to approve Resolution 2022-002 to adopt the biennial budget for the Tumwater Metropolitan Park District, for the fiscal period beginning January 1, 2023 and ending December 31, 2024. A voice vote approved the motion unanimously.

OTHER BUSINESS:

Chair Cathey and Vice Chair Schneider thanked the Board for appointment to another term of office.

ADJOURNMENT:

With there being no further business, Chair Cathey adjourned the meeting at 6:30 p.m.