



CITY OF
TUMWATER

**TUMWATER METROPOLITAN PARK DISTRICT
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Chambers,
555 Israel Rd. SW, Tumwater, WA 98501**

**Tuesday, October 17, 2023
6:00 PM**

1. Call to Order
2. Roll Call
3. Approval of Minutes: October 18, 2022
4. Selection of Officers of the Board (Lisa Parks)
5. Resolution No. TMPD 2023-002, Setting TMPD Regular Meeting Dates (Lisa Parks)
6. TMPD Accomplishments and Pending Projects Update (Chuck Denney)
7. Public Hearing
 - a. Resolution No. TMPD 2023-001, Ad Valorem for Regular Property Taxes for the Fiscal Year 2024 (Shelly Carter)
8. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

https://us02web.zoom.us/webinar/register/WN_1sKaxGY7TAG-Drp6HBKF2w

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 823 4308 1451 and Passcode 558962.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and

benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

**TUMWATER METROPOLITAN PARK DISTRICT
MINUTES OF HYBRID MEETING
October 18, 2022 Page 1**

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.

**TUMWATER METROPOLITAN PARK DISTRICT
MINUTES OF HYBRID MEETING
October 18, 2022 Page 2**

**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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MINUTES OF HYBRID MEETING
October 18, 2022 Page 3**

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

**TUMWATER METROPOLITAN PARK DISTRICT
MINUTES OF HYBRID MEETING
October 18, 2022 Page 4**

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.

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

TO: Tumwater Metropolitan Park District
FROM: Lisa Parks, City Administrator
DATE: October 17, 2023
SUBJECT: Selection of Officers of the Board

1) Recommended Action:

Select a President and Vice President of the Tumwater Metropolitan Park District Board.

2) Background:

The Tumwater Metropolitan Park District Resolution No. 2019-001 adopts By-Laws, including Section 4.2 Election, Qualifications and Terms of Office, which requires a President and Vice President be elected by the TMPD Board from among its members. Pursuant to RCW 35.61.180, the TMPD Board designates the City of Tumwater Finance Director to serve as the TMPD's Treasurer. Except for the Treasurer, the officers shall be elected by the TMPD Board at the first regular meeting each year, for a one year term, and each officer shall hold the office until his or her successor is elected. Officers may, at the discretion of the TMPD Board, hold their respective offices for successive terms.

3) Policy Support:

Strategic Priorities and Goals 2021 – 2026:
Build a Community Recognized for Quality, Compassion and Humanity

- Implement Metropolitan Park District

4) Alternatives:

None.

5) Fiscal Notes:

There is no cost associated with the selection of Officers of the Tumwater Metropolitan Park District Board.

6) Attachments:

A. Resolution No. TMPD 2019-001

RESOLUTION NO. TMPD 2019-001

A RESOLUTION of the Tumwater Metropolitan Park District adopting Bylaws.

WHEREAS, on November 27, 2018, Thurston County certified voter approval of the Tumwater Metropolitan Park District (the "TMPD"), a district with boundaries coterminous with the boundaries of the City of Tumwater, with the Tumwater City Council serving as the ex officio board of park commissioners (the "TMPD Board"); and

WHEREAS, the TMPD is a metropolitan park district authorized under Chapter 35.61 RCW with statutory powers to acquire, maintain, operate and improve parks, trails, recreational facilities, and programs; and

WHEREAS, at this first meeting of the TMPD, the TMPD Board wishes to adopt Bylaws outlining its purposes and setting forth its structure and governance;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TUMWATER METROPOLITAN PARK DISTRICT:

Section 1. Adoption of Bylaws. The Bylaws of the Tumwater Metropolitan Park District in the form attached hereto as Exhibit A are hereby approved and adopted.

Section 2. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

Section 3. Severability. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.

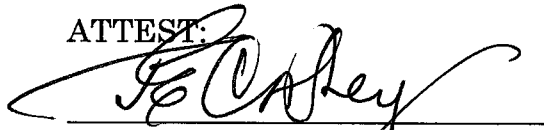
Section 4. Effective Date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

RESOLVED this 7 day of October, 2019.

TUMWATER METROPOLITAN PARK DISTRICT BOARD



President

ATTEST:


Vice President/Clerk

BYLAWS OF THE TUMWATER METROPOLITAN PARK DISTRICT

ARTICLE I NAME

Section 1.1 Name. The name of the district shall be the "Tumwater Metropolitan Park District" and hereafter may also be referred to as the District or the TMPD.

ARTICLE II NATURE AND PURPOSE

Section 2.1 Nature of the District. Voters approved formation of the Tumwater Metropolitan Park District with boundaries coterminous with the City of Tumwater. The TMPD is a municipal corporation organized under Chapter 35.61 RCW. Pursuant to RCW 35.61.040, its creation is effective immediately upon certification of the election results, which occurred on November 27, 2018.

Section 2.2 Purpose. The purpose of the TMPD is to acquire, construct, maintain, operate, and improve parks and recreation facilities and to supplement, not replace, existing City of Tumwater parks and recreation funding.

ARTICLE III MEMBERSHIP AND BOARD POWERS

Section 3.1 Membership. Each member of the City of Tumwater Council shall be an ex officio member of the Tumwater Metropolitan Board of Park Commissioners, hereafter referred to as the TMPD Board.

Section 3.2 Board Powers. All powers of the TMPD shall be exercised by and at the direction of the TMPD Board. The powers of the Board shall include any powers authorized by law, including but not limited to, the following:

a. To establish and implement the policies and programs of the TMPD, and the procedures for the management and administration of the TMPD's affairs by the TMPD Board or through contract, as provided by law;

b. To borrow money and incur indebtedness in accordance with law.

ARTICLE IV TMPD BOARD

Section 4.1 Officers Designated. The officer of the TMPD Board shall be a President, Vice President and Treasurer. The Vice President shall also serve as the Clerk of the TMPD Board. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such power and perform such duties as the TMPD Board may prescribe.

Section 4.2 Election, Qualifications and Terms of Office. The President and Vice President shall be elected by the TMPD Board from among its members. Pursuant to RCW 35.61.180, the TMPD Board designates the City of Tumwater Finance Director to serve as the TMPD's Treasurer. Except for the Treasurer, the officers shall be elected by the TMPD Board at the first regular meeting each year, for a one year term, and each officer shall hold the office until his or her successor is elected. The first officers of the TMPD Board shall be elected by the TMPD at its first meeting. Officers may, at the discretion of the TMPD Board, hold their respective offices for successive terms. A Board member may be removed from service on the TMPD Board only when removed from his or her office as a councilmember. Any vacancy shall be filled automatically by the appointment or election of a new city councilmember.

Section 4.3 Powers and Duties. The officers of the TMPD Board shall have the following duties:

a. **President.** The President shall serve as the ceremonial head of the TMPD and shall preside over all TMPD Board meetings. The President shall, subject to the control of the TMPD Board, exercise general supervision, direction, and control of the business and affairs of the TMPD. On matters decided by the TMPD, unless otherwise required under the Interlocal Agreement with the City of Tumwater, the signature of the President alone is sufficient to bind the TMPD. The President of the TMPD Board, along with the Tumwater City Clerk, shall be the TMPD's registered agents for purposes of service of process.

b. **Vice President.** The Vice President shall serve in the absence of the President as ceremonial head of the TMPD and shall preside over TMPD Board meetings in the President's absence and shall otherwise execute the President's powers and duties. The Vice President is also the Clerk of the TMPD Board.

c. **Treasurer.** The Treasurer shall receive and faithfully keep all funds of the TMPD and deposit the same in such bank or banks as may be designated by the TMPD Board. The Treasurer shall also discharge such other duties as may be prescribed by the TMPD Board.

Section 4.4 Conflict of Interest. TMPD Board members shall comply in all respects with the conflict of interest guidelines and prohibitions of Chapter 42.23 RCW.

ARTICLE V COMMITTEES

Section 5.1 Committees. The TMPD Board, consistent with these Bylaws and Chapter 35.61 RCW, may from time to time designate advisory committees consisting of at least two members from either among its members or from outside its membership.

ARTICLE VI MEETINGS

Section 6.1 Regular TMPD Board Meetings. Regular TMPD Board meetings shall be scheduled by the TMPD Board through resolution. At any regular meeting of the TMPD Board, any business may be transacted and the TMPD Board may exercise all of its powers.

Section 6.2 Special TMPD Board Meetings. Special meetings of the TMPD Board may be held at any place and at any time whenever called by the President or by a majority of the members of the TMPD Board.

Section 6.3 Notice of TMPD Board Meetings. Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington, as supplemented or amended. In addition, the TMPD shall provide reasonable notice of meetings to any individual specifically requesting such notice in writing.

Section 6.4 Waiver of Notice. Notice as provided in Section 6.3 hereof may be dispensed with as to any member of the TMPD Board who, at or prior to the time the meeting convenes, files with the TMPD Board a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to address an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood or severity of such injury or damage. Notice concerning proposed amendments to Bylaws, and votes on such amendments, may not be waived.

Section 6.5 Parliamentary Procedure. *Robert's Rules of Order* shall be final authority on all questions of procedure and parliamentary law not otherwise provided by statute or these Bylaws; Provided, that the concurrence of four (4)

members, such rules may be waived or modified. Provided further, that failure to follow said rules will not in itself constitute sufficient grounds for invalidating any TMPD Board action. Where consistent with the statute, the rules and procedures of the City of Tumwater City Council will govern the procedures of the TMPD Board.

Section 6.6 Public Comment. Opportunity for public comment at TMPD Board meetings shall be required when the TMPD Board considers adoption of its plan and imposition of any tax, charge, or fee. The TMPD Board from time to time may, in its sole discretion, permit public comment regarding additional topics.

Section 6.7 Public Hearings. A public hearing will be held: (1) whenever required by law; (2) whenever required by contract with the City of Tumwater; and (3) as desired by the TMPD Board.

Section 6.8 Proxies Prohibited. Votes may be cast at TMPD Board meetings only by members of the TMPD Board in attendance at the meeting either in person or by electronic means. Voting by proxy is prohibited.

ARTICLE VII AMENDMENTS TO BYLAWS

Section 7.1 Proposals to Amend Bylaws. Any TMPD Board member may introduce a proposed amendment to the Bylaws (which may consist of new Bylaws) at any regular meeting, or at any special meeting for which 14 days' advance notice has been given.

Section 7.2 TMPD Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Bylaws, and information including the text of the proposed amendment, is provided to members of the TMPD Board 14 days prior to any regular or special Board meeting, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the TMPD Board may not vote on the proposed amendment until the next regular TMPD Board meeting, or special meeting of which 14 days' advance notice has been given and information is provided to the TMPD Board members. Changes to the proposed amendment that are within the scope of the original amendment will be permitted at the meeting at which the vote is taken.

Section 7.3 TMPD Board Approval of Amendments to Bylaws. Resolutions of the TMPD approving amendments to the Bylaws by affirmative vote of a majority of the TMPD Board membership may be implemented at such time as selected by the TMPD in the Resolution without further action. Copies of all

amendments to the Bylaws shall be filed with the City of Tumwater City Clerk as a public record.

ARTICLE VIII ADMINISTRATIVE PROVISIONS

Section 8.1 Books and Records. The TMPD shall keep current and complete books and records of account and shall keep minutes of the proceedings of the TMPD Board.

Section 8.2 Principal Office. The principal office and mailing address of the Tumwater Metropolitan Park District shall be the same as the City of Tumwater City Hall, 555 Israel Road SW, Tumwater, WA 98501.

Section 8.3 Fiscal Year. The Fiscal Year of the TMPD shall begin January 1 and end December 31 of each year, except the first fiscal year which shall run from the date of formation to December 31, 2019.

Section 8.4 Policies and Rules Applicable to the TMPD and TMPD Board Members. Except as specifically required by Chapter 35.61 RCW or other state laws pertaining to metropolitan park districts, the TMPD Board adopts as its policies, City of Tumwater administrative policies including, City Council Rules and Procedures, Personnel Policy, Comprehensive Financial Policies, and Contracting and Purchasing Policies.

Section 8.5 Competitive Bidding. The TMPD Board waives the competitive bidding requirements of RCW 35.61.135 pursuant to RCW 39.04.280 if an exemption contained within RCW 39.04.280 applies to the purchase or public work.

ARTICLE IX BUDGET

Section 9.1 Budget. The budget shall be adopted by resolution.

ARTICLE X LIMITATIONS ON LIABILITY

Section 10.1 Mandatory Disclaimers. A disclaimer in substantially the following form shall be printed or stamped on all contracts, bonds and other documents that evidence or create any obligation which, by its terms, is not payable from a special or limited source of funds:

The Tumwater Metropolitan Park District is a metropolitan park district established pursuant to Chapter 35.61 of the Revised Code of Washington. All debts, liabilities and other obligations incurred by the District shall be satisfied exclusively from the revenues, assets and properties of the District. No creditor, claimant or other person shall have any right of action against or recourse to the City of Tumwater, the State of Washington, or any other political subdivision of the State of Washington on account of or with respect to any debts, liabilities or other obligations of the District, or otherwise on account of or with respect to any acts or omissions of the District or its officers, employees or agents.

ARTICLE XI INDEMNIFICATION

Section 11.1 Indemnification. To the extent permitted by law, the TMPD shall protect, defend, hold harmless and indemnify any director, officer, employee or agent of the TMPD who is a party or threatened to be made a party to a proceeding by reason related to that person's conduct as a director, officer, employee or agent of the TMPD, against judgments, fines, penalties, settlements and reasonable expenses (including reasonable attorneys' fees) incurred by him or her in connection with such proceedings, if such person acting in good faith reasonably believed his or her conduct to be in the TMPD's best interests and if, in the case of any criminal proceedings, he or she had no reasonable cause to believe that his or her conduct was unlawful. The indemnification and protection provided herein shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law, by City ordinance, or by contract or by vote of the TMPD Board. The TMPD Board shall purchase and maintain appropriate insurance to cover such risk of liability.

**ARTICLE XII
DISSOLUTION**

Section 12.1 Dissolution. The TMPD shall exist until dissolved in accordance with the requirements of RCW 35.61.310 or other applicable law.

**ARTICLE XIII
APPROVAL OF BYLAWS**

ADOPTED by the Tumwater Metropolitan Park District Board of Park Commissioners by Resolution No. TMPD 2019-001 on October 1, 2019.

TUMWATER METROPOLITAN PARK DISTRICT



TMPD President

TO: Tumwater Metropolitan Park District
 FROM: Lisa Parks, City Administrator
 DATE: October 17, 2023
 SUBJECT: Resolution No. TMPD 2023-002, Setting TMPD Regular Meeting Dates

1) Recommended Action:

Staff recommends approval of Resolution No. TMPD 2023-002.

2) Background:

The Tumwater Metropolitan Park District (TMPD) Board is required to set regular meeting dates. The current meeting schedule establishing the 3rd Tuesday in October at 6:00 p.m. as the regular meeting date and time was set in 2019 by Resolution TMPD R2019-003. Staff is proposing the attached Resolution to move the regular meeting date to the 3rd Tuesday in November at 5:00 p.m., just prior to the City Council meeting that begins at 7:00 p.m.

At times the TMPD has a large agenda and additional time to discuss items by starting at 5:00 p.m. would be helpful and may help avoid the need for a second meeting. Additionally, at this meeting the TMPD Board is required to annually adopt a Resolution to establish the property tax levy for the upcoming fiscal year. The tax levy is based on valuation data supplied by Thurston County that is sometimes not available until the end of October. Moving the meeting to the 3rd Tuesday in November would allow staff to have more time to receive that information.

3) Policy Support:

Strategic Priorities and Goals 2021 – 2026:

- Build a Community Recognized for Quality, Compassion and Humanity
 - Implement Metropolitan Park District
-

4) Alternatives:

- ☐ Approve Resolution No. TMPD 2023-002
 - ☐ Don't approve the proposed Resolution, leaving the current meeting date and time in place.
-

5) Fiscal Notes:

There is no cost associated with setting the meeting date and time schedule.

6) Attachments:

A. Resolution No. TMPD 2023-002

RESOLUTION NO. TMPD 2023-002

A RESOLUTION of the Tumwater Metropolitan Park District setting Tumwater Metropolitan Park Board (TMPD) regular meeting dates.

WHEREAS, Article VI, Section 6.1 of the Bylaws of the TMPD states that regular TMPD Board meetings must be scheduled through a resolution; and

WHEREAS, Resolution No. TMPD 2019-003 previously set the meeting time as the 3rd Tuesday in October at 6:00 p.m. and the Board now wishes to change the meeting date to allow more time to collect valuation data from the County and the start time to allow more time for discussion of items on the agenda; and

WHEREAS, the TMPD Board desires to set its meeting schedule, which includes the date, time and location of each meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TUMWATER METROPOLITAN PARK DISTRICT AS FOLLOWS:

Section 1. Regular Meeting Schedule. The TMPD Board hereby adopts the following regular meeting schedule. This schedule may be amended as provided by the TMPD bylaws and in accordance with applicable law:

<u>Date</u>	<u>Time</u>	<u>Location</u>
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The 3 rd Tuesday in November	5:00 p.m.	Tumwater City Council Chambers
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Or as otherwise called by the President or majority of the TMPD Board.

Section 2. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

Section 3. Severability. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.

Section 4. Effective Date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

RESOLVED this ____ day of _____, 2023.

TUMWATER METROPOLITAN
PARK DISTRICT BOARD

President

ATTEST:

Vice President/Clerk

TO: Tumwater Metropolitan Park District
FROM: Chuck Denney, Parks and Recreation Director
DATE: October 17, 2023
SUBJECT: TMPD Accomplishments and Pending Projects Update

1) Recommended Action:

Information/Discussion Item

2) Background:

Tumwater voters approved the creation of the Metropolitan Park District (MPD) in 2018 with funding for the district beginning in 2019. A list of projects, activities, and staffing was outlined to voters and approved by the City Council in the creation of the MPD. COVID has effected the implementation of staffing additions, equipment purchasing and projects in 2020 to 2022. Staffing, addressing deferred maintenance and park development are proceeding in 2023. Staff will review the MPD finances, staffing support, and project schedules for 2023 and 2024.

3) Policy Support:

The Tumwater Metropolitan Park District (TMPD) Board is required to meet at least one time per year to review projects, budget, and operations. This meeting is scheduled for the third week in October every year.

4) Alternatives:

- ☐ Discussion of projects and timelines as outlined to voters during the creation of the park district.
-

5) Fiscal Notes:

The MPD remains on track financially although inflation has increased park development costs substantially from original estimates.

6) Attachments:

None

TO: Board of Parks Commissioners (TMPD)
 FROM: Shelly Carter, Assistant Finance Director
 DATE: October 17, 2023
 SUBJECT: Resolution No. TMPD 2023-001, Ad Valorem for Regular Property Taxes for the Fiscal Year 2024

1) Recommended Action:

Adopt Resolution No. TMPD 2023-001, A RESOLUTION relating to tax revenue of the TMPD fixing the regular property tax levy for the TMPD, for the fiscal year ended December 31, 2024.

2) Background:

This action is necessary to set the 2024 property tax levy for the TMPD. An approved Resolution must be forwarded to the Thurston County Assessor's Office along with the levy certification by November 30, 2023, in order to set the tax levy for 2024 and, therewith, the tax rate.

The voters approved the creation of the TMPD in the November 6, 2018, general election. The maximum levy available is \$.75 per \$1,000 of valuation. The election was conducted with the promise to voters that the tax rate would not exceed \$.45 per \$1,000 of Assessed Value (AV) for five years. For 2024, a levy increase of one percent (1%) results in an AV \$.33 per \$1,000, which will generate approximately \$2,082,396, plus taxes from new construction and administrative adjustments by the Thurston County Assessor. The preliminary AV is \$6.290 billion.

Since the valuations are not finalized, the levy stated in Resolution R TMPD 2023-001 is estimated. The final assessed value is certified by the Thurston County Assessor and Washington State Department of Revenue in early January 2024.

3) Policy Support:

- Strategic Goals and Priorities: Fiscally responsible and develop sustainable financial strategies.
 - Vision Mission Beliefs-Excellence: Efficient stewards of public resources, building public trust through transparency.
-

4) Alternatives:

- ☐ Do not pass the Resolution and lose the opportunity to levy property taxes for collection in 2024.
 - ☐ Change the levy increase to something less than stated above.
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5) Fiscal Notes:

This resolution sets the property tax levy for the TMPD for the 2024 fiscal year to fund new

programs. In the first year, the levy was set at the rate of \$.45 per \$1,000 of AV with a banked capacity for the unused levy up to \$.75 per \$1,000 of AV. In subsequent years, the rate is subject to the 101% maximum increase or the IPD rate whichever is lower.

6) Attachments:

- A. Exhibit A – Resolution No. TMPD 2023-001 Ad Valorem for Regular Property Taxes for the Fiscal Year 2024

RESOLUTION NO. TMPD 2023-001

A RESOLUTION of the Tumwater Metropolitan Park District setting the Ad Valorem Tax Amount for the Budget Year 2024.

WHEREAS, the Tumwater Metropolitan Park District is a metropolitan park district authorized under Chapter 35.61 RCW with statutory powers including the power to levy and impose various taxes and fees to generate revenues to acquire, maintain, operate and improve parks, and other recreational facilities and programs; and

WHEREAS, on November 27, 2018, Thurston County certified voter approval of the Tumwater Metropolitan Park District (the "TMPD"), a district with boundaries coterminous with the boundaries of the City of Tumwater; and

WHEREAS, the Tumwater Metropolitan Park District Board of Park Commissioners (the "TMPD Board") held a public hearing on October 17, 2023 pursuant to RCW 84.55.120 to consider the TMPD ad valorem tax levy for 2024 collections; and

WHEREAS, the population for the TMPD is more than 10,000; and

WHEREAS, the TMPD Board, after the hearing and duly considering all relevant evidence presented, has determined that the TMPD requires a property tax in order to discharge the expected expenses and obligations of the TMPD in its best interests; and

WHEREAS, although the TMPD wishes to levy taxes for the year in an amount less than the maximum allowed under its legal levy limit, future levy capacity shall be protected as provided for in RCW 84.55.092, calculated in future years as though the maximum lawful levy amount allowed by the levy limit had been levied, as set forth in WAC 458-19-065; and

WHEREAS, the TMPD is required to certify the amount to be raised by taxation on assessed valuation with the clerk of the county legislative authority by November 30;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TUMWATER METROPOLITAN PARK DISTRICT AS FOLLOWS:

Section 1. An increase in the regular property tax levy, based on the limit factor for property taxes, is hereby authorized for the levy to be collected in the 2024

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tax year. This levy results in a \$19,763.28 increase and a 1.00% change from the 2023 regular levy amount as set forth in RCW 84.55.120. Certification of the levy shall not exceed the \$0.45 limit per \$1,000 of assessed value plus administrative refunds.

Section 2. This amount to be levied, as stated in Section 1 above, is exclusive of any additional revenue from refunds made, new construction, or any other adjustments made by the County Assessor.

Section 3. On or before the 30th day of November 2023, the TMPD Board Treasurer shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied on property within the TMPD.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

Section 5. Severability. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.

Section 6. Effective Date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

RESOLVED this 17th day of October 2023.

TUMWATER METROPOLITAN PARK DISTRICT BOARD

President

ATTEST:

Vice President/Clerk

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