



Meeting Agenda

Metropolitan Park District Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8068

Tuesday, November 21, 2017

5:30 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT

(Estimated Time: 0 - 10 minutes). During this portion of the meeting, citizens may address the Board regarding only items related to the Olympia Metropolitan Park District, including items on the Agenda. Individual comment is limited to 3 minutes.

4. BOARD BUSINESS

- 4.A** [17-1206](#) Approval of November 14, 2017 Olympia Metropolitan Park District Board Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [17-1163](#) Approval of Resolution Adopting the 2018 Olympia Metropolitan Park District (OMPD) Budget

Attachments: [2018 Budget](#)
 [Resolution](#)

- 4.C** [17-1164](#) Approval of Resolution Setting the 2018 Olympia Metropolitan Park District (OMPD) Ad Valorem Tax

Attachments: [Resolution](#)

- 4.D** [17-1153](#) Approval of a Resolution Requiring Record Checks for Certain Employees, Volunteers, Vendors and Independent Contractors of the Olympia Metropolitan Park District (OMPD)

Attachments: [Resolution](#)

- 4.E** [17-1176](#) Adopt 2018 Olympia Metropolitan Park District (OMPD) Board Meeting Schedule Resolution

Attachments: [Resolution](#)

5. REPORTS

6. ADJOURNMENT

The Olympia Metropolitan Park District (OMPD) is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your

*attendance at the OMPD Board meeting, call 360.753-8244 at least 48 hours in advance of the meeting.
For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or
1.800.833.6384.*



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Metropolitan Park District Board
Approval of November 14, 2017 Olympia
Metropolitan Park District Board Meeting
Minutes

Agenda Date: 11/21/2017
Agenda Item Number: 4.A
File Number: 17-1206

Type: minutes **Version:** 1 **Status:** OMPD Agenda Ready

Title

Approval of November 14, 2017 Olympia Metropolitan Park District Board Meeting Minutes



Meeting Minutes - Draft

Metropolitan Park District Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8068

Tuesday, November 14, 2017

5:30 PM

Council Chambers

1. ROLL CALL

Present: 7 - President Jim Cooper, Vice President Jeannine Roe, Boardmember Jessica Bateman, Boardmember Clark Gilman, Boardmember Julie Hankins, Boardmember Nathaniel Jones, and Boardmember Cheryl Selby

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - None

4. BOARD BUSINESS

- 4.A** [17-1179](#) Approval of September 12, 2017 Olympia Metropolitan Park District Board Meeting Minutes

The minutes were approved.

- 4.B** [17-1151](#) Approval of Proposed Minor "Clean-Up" Changes to Olympia Municipal Park District (OMPD) Advisory Committee Charter

Associate Director Jonathon Turlove highlighted proposed changes to the Advisory Committee Charter.

Advisory Committee Chair Roger Horn discussed the need for consistency that brought about the proposed changes.

Boardmember Jones moved, seconded by Boardmember Gilman, to approve proposed minor "clean-up" changes to the Olympia Municipal Park District Advisory Committee Charter. The motion carried by the following vote:

Aye: 7 - President Cooper, Vice President Roe, Boardmember Bateman, Boardmember Gilman, Boardmember Hankins, Boardmember Jones and Boardmember Selby

- 4.C** [17-1147](#) Report from the Olympia Municipal Park District (OMPD) Advisory Committee on 2018 Preliminary Budget

Advisory Committee Chair Horn discussed the rate limit recommendation as supported by the public.

The report was received.**4.D [17-1148](#) Public Hearing on the 2018 Olympia Metropolitan Park District (OMPD)
Ad Valorem Tax**

Board Treasurer Dean Walz briefed the Board on revenue options and the proposed levy rate the Board will be holding a public hearing on. Boardmembers asked clarifying questions.

President Cooper opened the public hearing. Bob Jacobs spoke. President Cooper closed the public hearing.

Boardmember Hankins moved, seconded by Vice President Roe, to direct staff to prepare an ad valorem tax resolution to be presented at the next meeting of the Olympia Metropolitan Park District Board. The motion carried by the following vote:

Aye: 7 - President Cooper, Vice President Roe, Boardmember Bateman, Boardmember Gilman, Boardmember Hankins, Boardmember Jones and Boardmember Selby

4.E [17-1150](#) Public Hearing on the 2018 Preliminary Olympia Metropolitan Park District (OMPD) Budget

Mr. Turlove highlighted components of the proposed 2018 budget and noted the budget will come before the Board for approval next week. Boardmembers asked clarifying questions.

President Cooper opened the public hearing. Bob Jacobs spoke. President Cooper closed the public hearing.

The public hearing was held and closed.

5. REPORTS - None**6. ADJOURNMENT**

The meeting adjourned at 6:00 p.m.



Metropolitan Park District Board

Approval of Resolution Adopting the 2018 Olympia Metropolitan Park District (OMPD) Budget

Agenda Date: 11/21/2017
Agenda Item Number: 4.B
File Number: 17-1163

Type: resolution **Version:** 1 **Status:** OMPD Agenda Ready

Title

Approval of Resolution Adopting the 2018 Olympia Metropolitan Park District (OMPD) Budget

Recommended Action

Board Treasurer Recommendation:

Move to approve the 2018 OMPD budget and authorize the Board President to sign the resolution.

Report

Issue:

Whether to approve the 2018 OMPD Budget.

Staff Contact:

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

Presenter(s):

Jonathon Turlove, Associate Director, Parks, Arts and Recreation, 360.753.8068

Background and Analysis:

The 2018 Preliminary Olympia Metropolitan Park District (OMPD) Budget was presented to the OMPD Board on September 12, 2017 and to the OMPD Advisory Committee on November 1, 2017. A Public Hearing was held on November 14, 2017.

The OMPD Budget is \$3,612,744. This includes \$1,751,744 for operations, \$1,608,000 for capital projects, \$243,000 for debt service, and \$10,000 for administrative costs.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve the Resolution.
2. Do not approve the Resolution.

Financial Impact:

The 2018 OMPD Budget is \$3,612,744.

Attachments:

2018 Budget
Resolution



OMPD 2018 Preliminary Operating Budget

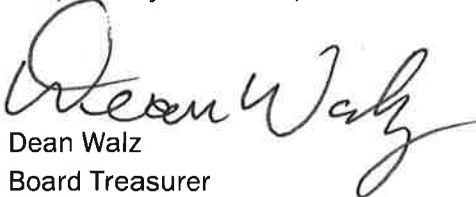
November 14, 2017

Dear Board Members,

In 2015 the Citizens of Olympia overwhelmingly approved the creation of a metropolitan parks district. The OMPD is a junior taxing district established to provide funding for parks acquisition, maintenance, development, and safety. The district may assess up to 75 cents per thousand dollars of assessed value (AV).

The total budget for the OMPD is \$3,612,744. The expenditures include a \$3,602,744 payment to the City of Olympia and \$10,000 for Board expenses (insurance, audit cost, legal advertising costs etc.). The budget will amount to a levy rate of approximately .54/1000 AV. The rate is approximate until all of the assessed valuation is received from the County. The County Assessor's office will calculate the actual levy rate.

Respectfully submitted,


Dean Walz
Board Treasurer



Olympia Metropolitan Park District (OMPD) 2018 Operating Budget

Revenues:

Property Taxes	\$3,612,744
Grants	-
Interest	-
Total Revenue	\$3,612,744

Expenditures:

Payments to City of Olympia	\$3,602,744
Administrative Costs (Insurance, Audit, legal advertising, etc.)	10,000
Fund Balance	-
Total Expenditures	\$3,612,744

OMPD RESOLUTION NO. _____

**A RESOLUTION OF THE OLYMPIA METROPOLITAN PARK DISTRICT ADOPTING THE 2018
CALENDAR YEAR BUDGET**

WHEREAS, the preliminary budget of the Olympia Metropolitan Park District (OMPD) was printed for distribution and notice published setting the time and place for hearing on the budget, as required by law; and

WHEREAS, the OMPD Board of Directors held a public hearing on the preliminary budget on November 14, 2017, as required by law, and has considered the public testimony presented;

**NOW, THEREFORE, THE BOARD OF THE OLYMPIA METROPOLITAN PARK DISTRICT HEREBY RESOLVES
AS FOLLOWS:**

Section 1. 2018 Budget. The budget for the calendar year 2018 is hereby adopted in the amounts as shown below, are appropriated as follows:

REVENUE: \$3,612,744

APPROPRIATIONS: \$3,612,744

Section 2. Effective Date. This Resolution shall take effect January 1, 2018.

PASSED BY THE OLYMPIA METROPOLITAN PARK DISTRICT this _____ day of November 2017.

OMPD PRESIDENT

ATTEST:

OMPD VICE PRESIDENT

APPROVED AS TO FORM:



BOARD ATTORNEY



Metropolitan Park District Board

Approval of Resolution Setting the 2018 Olympia Metropolitan Park District (OMPD) Ad Valorem Tax

Agenda Date: 11/21/2017
Agenda Item Number: 4.C
File Number: 17-1164

Type: resolution **Version:** 1 **Status:** OMPD Agenda Ready

Title

Approval of Resolution Setting the 2018 Olympia Metropolitan Park District (OMPD) Ad Valorem Tax

Recommended Action

Board Treasurer Recommendation:

Move to approve the OMPD Ad Valorem Tax and authorize board members to sign the Resolution.

Report

Issue:

Whether to set the OMPD Ad Valorem Tax amount.

Staff Contact:

Dean Walz, OMPD Board Treasurer, 753.8465

Presenter(s):

Dean Walz, OMPD Board Treasurer, 753.8465

Background and Analysis:

The Olympia Metropolitan Park District (OMPD) is required to adopt a property tax levy resolution and file a levy certification with the County by November 30, 2017.

A public hearing on revenue sources, including property tax, was held on November 14, 2017. The proposed OMPD 2018 revenue only includes property tax. Notice of the hearing was published on October 31, 2017 and November 7, 2017. The levy is based on the budget, which includes amounts to be paid to the City of Olympia and administrative costs.

The proposed levy amount is \$3,612,744. Based on the most current assessed valuation of the District the projected levy rate per \$1,000 is \$0.54.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve and sign the Ad Valorem Tax Resolution in the amount of \$3,612,744.
2. Do not approve the Ad Valorem Tax Resolution.

Financial Impact:

Provides \$3,612,744 in property tax revenue to the District.

Attachments:

Resolution

OMPD RESOLUTION NO. _____

A RESOLUTION SETTING THE AD VALOREM TAX AMOUNT FOR THE BUDGET YEAR 2018

WHEREAS, the Olympia 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, Percival Landing, and other recreation facilities and programs; and

WHEREAS, the Olympia Metropolitan Park District Board (the "District Board") held a public hearing on November 14, 2017 to consider the Olympia Metropolitan Park District (the "District") ad valorem tax levy for 2018 collections; and

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

WHEREAS, although the District 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 District has been advised by the Thurston County Treasurer that the District is eligible for a refund levy of \$2,472.16; and

WHEREAS, the District 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, THE OLYMPIA METROPOLITATION PARK DISTRICT BOARD RESOLVES:

Section 1. A \$227,061.12 increase in the regular property tax levy is hereby authorized for levy amounts to be collected in 2018, which is an increase of 6.78474% from the previous year.

Section 2. There is hereby fixed, as the amount of property tax collections necessary to raise an amount equal to the estimated expenditures less the total estimated revenue from all sources other than ad valorem taxation, the following sum:

OLYMPIA METROPOLITATION PARK DISTRICT	AMOUNT
General Levy	\$3,610,271.52
Refund Levy	<u>2,472.16</u>
Total	\$3,612,743.68

Section 3. On or before the 30th day of November 2017, the OMPD 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 District.

PASSED BY THE OYMPIA METROPOLITAN PARK DISTRICT this _____ day of November 2017.

OMPD President of the Board

OMPD Board Member

OMPD Board Member

OMPD Board Member

OMPD Board Member

OMPD Board Member

OMPD Board Member

ATTEST:

APPROVED AS TO FORM:

BOARD TREASURER



BOARD ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



Metropolitan Park District Board

Approval of a Resolution Requiring Record Checks for Certain Employees, Volunteers, Vendors and Independent Contractors of the Olympia Metropolitan Park District (OMPD)

Agenda Date: 11/21/2017
Agenda Item Number: 4.D
File Number: 17-1153

Type: report **Version:** 2 **Status:** OMPD Agenda Ready

Title

Approval of a Resolution Requiring Record Checks for Certain Employees, Volunteers, Vendors and Independent Contractors of the Olympia Metropolitan Park District (OMPD)

Recommended Action

Board Treasurer Recommendation:

Move to approve a resolution requiring record checks for certain employees, volunteers, vendors and independent contractors of the Olympia Metropolitan Park District (OMPD)

Report

Issue:

Whether to approve a resolution requiring record checks for certain employees, volunteers, vendors and independent contractors of the Olympia Metropolitan Park District (OMPD)

Staff Contact:

Jonathon Turlove, Associate Director, Olympia Parks, Arts and Recreation, 360.753.8068.

Presenter(s):

Jonathon Turlove, Associate Director, Olympia Parks, Arts and Recreation

Background and Analysis:

In 2017, the Washington State Legislature passed legislation that changed the background check requirements for Metropolitan Park Districts. The attached resolution ensures that the Olympia Municipal Park District (OMPD) is compliant with the new legislation. The resolution states that "All Olympia Metropolitan Park District ('OMPD) employees, volunteers, vendors and independent contractors, who may, in the course of their work or volunteer activity with the OMPD, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions, are required to have a criminal records background check either through the Washington State Patrol criminal identification system or a similar check through a private company on contract with OMPD or the City of Olympia."

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve a resolution requiring record checks for certain employees, volunteers, vendors and independent contractors of the Olympia Metropolitan Park District (OMPD)
2. Do not approve a resolution requiring record checks for certain employees, volunteers, vendors and independent contractors of the Olympia Metropolitan Park District (OMPD)

Financial Impact:

Minor costs to conduct criminal history background checks.

Attachments:

Resolution

OMPD RESOLUTION NO. _____

**A RESOLUTION OF THE OLYMPIA METROPOLITAN PARK DISTRICT (OMPD) REQUIRING
RECORD CHECKS FOR CERTAIN EMPLOYEES, VOLUNTEERS, VENDORS, AND
INDEPENDENT CONTRACTORS OF THE OMPD**

WHEREAS, RCW 35.61.130(4)(a) requires that metropolitan park districts, "(i) Shall establish by resolution the requirements for a state and federal record check of park district employees, applicants for employment, volunteers, vendors, and independent contractors, who, in the course of their work or volunteer activity with the park district, may: (A) Have unsupervised access to children, persons with developmental disabilities, or vulnerable adults; or (B) Be responsible for collecting or disbursing cash or processing credit/debit card transactions; and (ii) May require a criminal background check conducted through a private organization of park district employees applicants for employment, volunteers, vendors, and independent contractors, who, in the course of their work or volunteer activity with the park district may have unsupervised access to children, persons with developmental disabilities, or vulnerable adults. A background check conducted through a private organization under this subsection is not required in addition to the requirement under (a)(i) of this subsection.";

NOW, THEREFORE, THE OLYMPIA METROPOLITAN PARK DISTRICT DOES HEREBY RESOLVE THAT:

All OMPD employees, volunteers, vendors, and independent contractors, who may, in the course of their work or volunteer activity with the OMPD, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions, are required to have a criminal records background check either through the Washington State Patrol Criminal Identification System or a similar check through a private company on contract with OMPD or the City of Olympia.

PASSED BY THE OLYMPIA METROPOLITAN PARK DISTRICT this _____ day of _____ 2017.

OMPD PRESIDENT

ATTEST:

OMPD VICE PRESIDENT

APPROVED AS TO FORM:



BOARD ATTORNEY



Metropolitan Park District Board

Adopt 2018 Olympia Metropolitan Park District (OMPD) Board Meeting Schedule Resolution

Agenda Date: 11/21/2017
Agenda Item Number: 4.E
File Number: 17-1176

Type: report **Version:** 1 **Status:** OMPD Agenda Ready

Title

Adopt 2018 Olympia Metropolitan Park District (OMPD) Board Meeting Schedule Resolution

Recommended Action

Board Treasurer Recommendation:

Move to approve the 2018 Olympia Metropolitan Park District (OMPD) Board Meeting Schedule Resolution

Report

Issue:

Whether to approve the 2018 Olympia Metropolitan Park District (OMPD) Board Meeting Schedule Resolution

Staff Contact:

Jonathon Turlove, Parks, Arts & Recreation Associate Director, 360.753.8068

Presenter(s):

Jonathon Turlove, Parks, Arts & Recreation Associate Director, 360.753.8068

Background and Analysis:

The OMPD Board by-laws Section 3.1 states that regular board meetings shall be scheduled by the Board through resolution. The attached resolution has the following meetings scheduled:

- March 27, 2018
- September 11, 2018
- November 13, 2018
- November 20, 2018

Neighborhood/Community Interests (if known):

N/A

Options:

Move to approve the 2018 Olympia Metropolitan Park District (OMPD) Board Meeting Schedule

Resolution as proposed

Amend the 2018 Olympia Metropolitan Park District (OMPD) Board Meeting Schedule Resolution

Financial Impact:

N/A

Attachments:

2018 Olympia Metropolitan Park District (OMPD) Meeting Schedule Resolution

OMP Resolution No. _____

A RESOLUTION OF THE OLYMPIA METROPOLITAN PARK DISTRICT ADOPTING ITS 2018 MEETING SCHEDULE

WHEREAS, on November 24, 2015, the Thurston County Auditor's office certified voter approval of the Olympia Metropolitan Park District (the "OMP"), a district with the same boundaries as the City of Olympia, with Olympia City Councilmembers serving as the Board of the District (the "OMP Board"); and

WHEREAS, the OMPD Charter and Bylaws provide that the annual OMPD meeting schedule be adopted by resolution; and

WHEREAS, the OMPD Board wishes to adopt a meeting schedule for the calendar year 2018, which includes the date, time, and location of each OMPD meeting;

NOW, THEREFORE, THE OLYMPIA METROPOLITAN PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. The following meeting schedule for the calendar year 2018 is hereby adopted:

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 27, 2018	6:00 p.m.	Olympia City Council Chambers
September 11, 2018	6:00 p.m.	Olympia City Council Chambers
November 13, 2018	6:00 p.m.	Olympia City Council Chambers
November 20, 2018	6:00 p.m.	Olympia City Council Chambers

2. This schedule may be amended as provided by the OMPD Charter and Bylaws, and in accordance with applicable law.

PASSED BY THE OLYMPIA METROPOLITAN PARK DISTRICT this _____ day of November, 2017.

OMP PRESIDENT

ATTEST:

OMP VICE PRESIDENT

APPROVED AS TO FORM:



BOARD ATTORNEY