

**TUKWILA METROPOLITAN PARK DISTRICT**

**January 9, 2012 – 6:00 p.m.  
Council Chambers – Tukwila City Hall**

**BOARD OF COMMISSIONERS MEETING MINUTES**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Board President Ekberg called the Tukwila Metropolitan Park District (MPD) meeting to order at 6:03 p.m.

**TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

Present were Dennis Robertson, Allan Ekberg, Verna Seal, Kathy Hougardy, De'Sean Quinn, Kate Kruller.

Commissioner Duffie was not present.

**TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES**

Lisa M. Marshall, Park District Attorney; Peggy McCarthy, Treasurer.

**CITY OF TUKWILA OFFICIALS**

Jim Haggerton, Mayor; Rick Still, Parks and Recreation Director; Robert Eaton, Parks and Recreation Project Coordinator; Melissa Hart, Deputy City Clerk.

**CITIZEN COMMENTS**

There were no citizen comments.

**BUSINESS ITEMS**

**a. Approval of 12/12/11 meeting minutes.**

**MOVED BY ROBERTSON, SECONDED BY SEAL TO APPROVE THE DECEMBER 12, 2011 METROPOLITAN PARK DISTRICT BOARD MEETING MINUTES. MOTION CARRIED 6-0.**

**b. 2012 Board Appointments.**

**1. Appointment of Commissioner Seal as Board President.**

**MOVED BY ROBERTSON, SECONDED BY QUINN TO ELECT VERNA SEAL AS THE PRESIDENT OF THE BOARD OF COMMISSIONERS. MOTION CARRIED 6-0.**

**2. Appointment of Commissioner Hougardy as the Clerk of the Board.**

**MOVED BY QUINN, SECONDED BY KRULLER TO ELECT KATHY HOUGARDY AS THE CLERK OF THE BOARD OF COMMISSIONERS. MOTION CARRIED 6-0.**

Board President Seal and Commissioner Ekberg switched seats on the dais.

**c. Energy Savings Performance Program Items:**

Rick Still, Parks and Recreation Director, introduced Robert Eaton, Parks and Recreation Project Manager. Mr. Still explained in order to move the project along so that a fall construction timeline can still be realized, staff has prepared a high level review of the three decision points that need to be made to advance the progress of this project. Each step is a decision point for which staff is seeking Board action.

Step 1. Energy Savings Performance Contracting (ESPC) Program and Interagency Agreement (Exhibit 1, page 3 of the agenda packet).

Step 2. Selection of Energy Services Company (Exhibit 2, page 19 of the agenda packet).

Step 3. Investment Grade Audit (Exhibit 3, page 23 of the agenda packet).

**1. Interagency Agreement.**

The Energy Savings Performance Contracting (ESPC) program, through the Washington State Department of Enterprise Services (DES), can be utilized to complete the Tukwila Pool Capital Improvement Projects. The Tukwila Metropolitan Park District (MPD) would enter into an Interagency Agreement (IAA) with DES to participate in the ESPC Program and to work with one of the prequalified companies from the Energy Services Company (ESCO) list.

**MOVED BY QUINN, SECONDED BY KRULLER TO AUTHORIZE THE BOARD PRESIDENT TO SIGN THE INTERAGENCY AGREEMENT WITH THE WASHINGTON DEPARTMENT OF ENTERPRISE SERVICES (DES) FOR CONSULTANT, ENGINEERING AND PROJECT MANAGEMENT SERVICES USING THE ENERGY SAVINGS PERFORMANCE CONTRACTING PROGRAM.  
MOTION CARRIED 6-0.**

**2. Selection of Energy Services Company.**

Every 2 years the Washington Department of Enterprise Services (DES) advertises a Request for Qualifications (RFQ) to form a prequalified list of Energy Services Companies (ESCOs). The proposals are evaluated based upon the company's qualifications and experience. This process satisfies the selection process for public works projects, saving local agencies the need to conduct their own RFQ process. An agency may select any one of the 14 different ESCOs from the DES prequalified list for their project as long as they agree to participate in the ESPC program through DES. A list of supplemental questions was sent to the three ESCOs that staff has been working with, and McKinstry Energy Services scored the highest and showed to be the most qualified for this project.

The Board of Commissioners asked clarifying questions of staff on the above topic.

**MOVED BY HOUARDY, SECONDED BY EKBERG TO AUTHORIZE THE SELECTION OF MCKINSTRY ENERGY SERVICES AS THE ENERGY SERVICES COMPANY (ESCO) FROM THE DES PREQUALIFIED LIST FOR THE TUKWILA POOL CAPITAL IMPROVEMENT PROGRAM PROJECT AND AUTHORIZING THE BOARD PRESIDENT TO SIGN RELATED DOCUMENTATION.  
MOTION CARRIED 6-0.**

**3. Investment Grade Audit.**

The Investment Grade Audit (IGA) should begin as soon as possible to obtain the most accurate energy usage data and potential utility rebates for the Tukwila Pool. The study consists of data logging devices being installed all around the facility and on all the equipment to monitor and track the energy usage. By doing the IGA study during the heating season, higher amounts of energy are being used, which reflects more accurately where energy is being utilized and consumed.

This information is then used to develop an Energy Services Proposal (ESP) that lists specific energy conservation measures for the facility and delineates the different projects to be completed and the rebates and utility savings projected for each one. This tool will aid in obtaining rebates from the utility companies for the Capital Improvement Program (CIP) work that will be done. As the energy conservation measures are being developed, the ESCO will work very closely with City staff to ensure all measures mesh with the existing Tukwila Pool Capital Improvement Project list.

The Board of Commissioners exchanged comments and asked clarifying questions of staff. It was requested that future Informational Memorandums be amended to include a new bullet item identifying the cost /budget associated with an agenda item.

David Puki, 3748 South 152<sup>nd</sup> Street, reminded the Board that the \$250,000.00 in the 2012 pool budget is for an immediate heating, ventilation and air conditioning capital improvement project. If the Board

cancelled the energy program, the termination fee would reduce the funding for the immediate needs project.

**MOVED BY EKBERG, SECONDED BY QUINN TO AUTHORIZE THE INITIATION OF THE INVESTMENT GRADE AUDIT AT THE TUKWILA POOL FOR \$29,151 FOR THE ESCO'S WORK AND \$47,800 FOR WASHINGTON DES PROJECT MANAGEMENT AND AUTHORIZING THE BOARD PRESIDENT TO SIGN RELATED DOCUMENTATION. MOTION CARRIED 6-0.**

**d. Authorize the approval of the draft long-term agenda.**

Rick Still, Parks and Recreation Director, indicated the past four Board meeting agendas have been full due to the initial set up of the Metropolitan Park District. Staff wanted to identify known issues for the Board's consideration and develop a timeline for the monthly meetings in 2012. The goal is to ensure critical items have sufficient time for discussion and to utilize the monthly meetings efficiently.

**MOVED BY QUINN, SECONDED BY KRULLER TO APPROVE THE DRAFT LONG-TERM AGENDA. MOTION CARRIED 6-0.**

6:29 p.m. Commissioner Duffie entered the Council Chambers.

**e. Update and timeline regarding Citizens Pool Advisory Group. (Information Only)**

Tukwila Metropolitan Park District Resolution No. 8 authorized the formation of the Citizens Pool Advisory Committee. As of January 3, 2012 the following has been completed to seek applications for Committee members:

- Announcement on the City's website under "City Headlines" with a link to the application.
- 2,400 copies of an announcement mailed with the City of Tukwila water/ sewer bills on December 30, 2011
- Hazelnut circulation and Tukwila Reporter (December edition) – currently in circulation
- Volunteer e-mail database (email sent on 12/23/11)
- Announcement mailed to approximately 300 Tukwila businesses

Announcements have been placed at City Hall, the Tukwila Community Center and the Pool.

Mr. Still asked the Board to remind citizens of the application deadline.

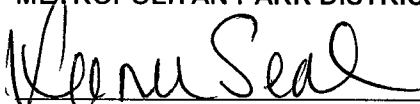
**REPORTS**

a. Board President Seal reported voucher totals for the period ending December 30, 2011 were \$437.51.

b. Staff: The next MPD meeting is February 13, 2012.

**ADJOURNMENT**

6:39 p.m. **MOVED BY EKBERG, SECONDED BY ROBERTSON THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 7-0.**

  
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Verna Seal, President, Board of Commissioners

  
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Melissa Hart, Deputy City Clerk