

# Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*  
Kathy Hougardy, *Clerk of the Board*

*Board Members:* ▶ Joe Duffie ▶ Dennis Robertson  
▶ Allan Ekberg  
▶ De'Sean Quinn ▶ Kate Kruller

**Monday, March 12, 2012, 6:00 PM**  
**Tukwila City Hall Council Chambers**

**Resolution #10**

**1. CALL TO ORDER**

**2. CITIZEN COMMENTS**

<b>3. CONSENT AGENDA</b>	a. Approval of minutes: 2/12/12 b. A resolution amending Resolution No. 8 to elect officers of the Citizens Pool Advisory Committee on an <u>annual</u> basis.	<b>Pg.1</b>
<b>4. BUSINESS ITEMS</b>	a. Citizens Pool Advisory Committee: (1) Appointment of a Tukwila Metropolitan Park District Board Member as an ad hoc member of the Citizens Pool Advisory Committee. (2) Report from the first Citizens Pool Advisory Committee meeting.	<b>Pg.7</b>
	b. 2011 pool program presentation.	<b>Pg.9</b> <b>Pg.17</b>
<b>5. REPORTS</b>	a. Commissioners: Voucher report b. Staff: <ul style="list-style-type: none"> <li>• Capital Improvement Program (CIP) status</li> <li>• Long-term agenda</li> <li>• Next meeting is April 9, 2012.</li> </ul>	<b>Pg.31</b> <b>Pg.33</b>

**6. MISCELLANEOUS**

**7. ADJOURNMENT**

**Tukwila City Hall is wheelchair accessible.**

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**Tukwila Metropolitan Park District Board meetings are audio taped.**



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board

FROM: Christy O'Flaherty, City Clerk

DATE: March 5, 2012

SUBJECT: An amendment to resolution creating the Citizens Pool Advisory Committee

### ISSUE

To formally amend Resolution #8, which created the Citizens Pool Advisory Committee, to "annually" elect the Chair and Vice Chair (based on action at the February 13 Board Meeting).

### FINANCIAL IMPACT

There is no financial impact.

### BACKGROUND

At the February 13, 2012 meeting of the MPD, the Board made a motion to amend Section 4 to read, "Members of the Citizens Pool Advisory Committee shall meet and organize by **annually** electing, from the members of the committee, a Chairperson and Vice Chairperson and other such officers as may be determined by the Chair." (*per attached minutes*)

Section 4 is found in Resolution #8 which created the Citizens Pool Advisory Committee. Since it was the intent of the Board to change this section of the Resolution, an amended Resolution has been drafted for official adoption and signing by the Board President and Clerk of the Board.

The amended Resolution was discussed and approved by the Board Attorney, Lisa Marshall.

### RECOMMENDATION

The Board is being asked to approve a resolution amending Section 4 of Resolution #8 at the March 12, 2012 MPD Board meeting.

### ATTACHMENTS

Resolution in strike-through, underlined format  
Minutes from the February 13, 2012 MPD Board Meeting, Pages 3-4



# Tukwila Metropolitan Park District

Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AMENDING RESOLUTION NO. 8 (PART) TO CLARIFY PROCEDURES FOR ELECTION OF OFFICERS OF THE CITIZENS POOL ADVISORY COMMITTEE.**

**WHEREAS**, the Board of Commissioners of the Tukwila Metropolitan Park District adopted Resolution No. 8 on December 12, 2012, which established the Citizens Pool Advisory Committee; and

**WHEREAS**, a motion was made at the February 13, 2012 meeting of the Board of Commissioners to clarify the process for election of officers of the Citizens Pool Advisory Committee;

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

**Section 4, "Officers," Amended.** Resolution No. 8 §4, "Officers," is hereby amended to read as follows:

Members of the Citizens Pool Advisory Committee shall meet and organize by annually electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
*Kathy Hougardy, Clerk of the Board*

\_\_\_\_\_  
*Verna Seal, President, Board of Commissioners*

APPROVED AS TO FORM BY:

Filed with the Clerk: \_\_\_\_\_  
Passed by the Commission: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
*Lisa M. Marshall, Commission Attorney*



Board President Seal thanked the teen group for attending the meeting. She indicated she would work with Nate Robinson, Teen Recreation Program Specialist, to schedule a meeting where she would be available to answer questions and discuss ideas on how to engage the teens within the community relating to new programs at the Tukwila Pool.

David Puki, 3748 South 152<sup>nd</sup> Street, asked that the newly formed CPAC meetings be advertised on the MPD website. He feels advertising the meetings would enable the committee to capture and prioritize the ideas by the community.

## **2. Discussion regarding a Metropolitan Park District Commissioner as an ad hoc member of the Citizens Pool Advisory Committee.**

A non-voting liaison representing the Board may be an automatic representation from established Commissioner positions such as past president, current president, current clerk or from any interested Commissioners. Availability of the ad hoc Board member to attend the Citizens Pool Advisory Committee (CPAC) meetings is very crucial. This was discussed as an issue at the last Board meeting while considering who should be the ad hoc member. The day of the month and time of day for the CPAC regular meeting time have not yet been established. This is one of the items listed in the "charge of duties" in item 3 below, that should be addressed at the Committee's first meeting.

Board President Seal indicated that at a future meeting, the Board will need to elect an ad hoc member to the CPAC. She explained the election of the ad hoc member will take place after the CPAC has established their meeting schedule.

## **3. Direction from the Board regarding priorities for the Citizens Pool Advisory Committee.**

In addition to confirming the above appointments, the Board may choose to provide direction or a "charge" to the Committee as it becomes established. As outlined in MPD Resolution No. 8, ongoing involvement and participation of community members is considered an essential component toward achieving the goals of the District. The resolution sets forth expectations and duties of the committee, which are specifically outlined in sections 3 through 7 as follows:

*Section 3. Bylaws.* The Citizens Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business (of the Committee), and a majority of the Committee shall constitute a quorum for the transaction of business.

*Section 4. Officers.* Members of the Citizens Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

*Section 5. Meetings.* The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

*Section 6. Annual Report.* The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

*Section 7. Purpose.* The Citizens Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.
3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.
4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.
5. Promote pool gift giving, including setting standards for such gifts.
6. Render any other advice and assistance related to aquatics services.



Board Member Robertson referenced Section 4 (shown above from Resolution No. 8) as it relates to the election of officers and suggested the election be on an annual basis.

**MOVED BY ROBERTSON, SECONDED BY QUINN TO AMEND SECTION 4, TO READ "MEMBERS OF THE CITIZENS POOL ADVISORY COMMITTEE SHALL MEET AND ORGANIZE BY ANNUALLY ELECTING, FROM THE MEMBERS OF THE COMMITTEE, A CHAIRPERSON AND VICE-CHAIRPERSON AND SUCH OTHER OFFICERS AS MAY BE DETERMINED BY THE CHAIR." MOTION CARRIED 7-0.**

Staff has provided "Recommendation #3" on page 18 of the MPD agenda packet for the Board's consideration in establishing priorities for the Citizens Pool Advisory Committee as follows:

**Recommendation #3:** It is recommended that the Board assist the Committee by suggesting the first order of business as follows:

1. Determine officers
2. Set a meeting schedule
3. Develop and adopt bylaws

Additionally, it is recommended the Board discuss the Adopted 2012 Draft Long-term Agenda to determine the CPAC 2012 priority list. Below is a list of business items the Board adopted as a work plan for 2012. The Board may wish the CPAC to be involved in all of these items in the same sequence.

1. Review and discuss pool rental policy
2. Review and comment on the energy service plan
3. Research and review contracted services
4. Review City services and contract
5. Review and give feedback on 2013 budget
6. Review 2013 programs and fees
7. Perform outreach and relationship development with the Tukwila School District
8. Develop marketing and promotions campaign for the pool re-opening

**MOVED BY ROBERTSON, SECONDED BY HOUARDY TO PROVIDE DIRECTION TO THE CITIZENS POOL ADVISORY COMMITTEE AS OUTLINED ABOVE IN RECOMMENDATION NO. 3 AND AS LISTED ON PAGE 18 OF THE AGENDA PACKET. MOTION CARRIED 7-0.**

**e. 2011 Tukwila Pool operations statistical review.**

Rick Still, Parks and Recreation Director, explained the year-end statistical report presents a breakdown of pool users by total attendance, pass sales and one time visits. Mr. Still utilized a PowerPoint presentation to review the 2011 Tukwila Pool Year-End Statistical Report.

**f. 2011 Tukwila Pool budget review.**

Peggy McCarthy, Interim Finance Director, conducted a financial review of the MPD's first three months of operation, including revenues, expenditures and fund balance through December 31, 2011.

**REPORTS**


- a. Board President Seal reported voucher totals for the period ending December 31, 2011 were \$3,411.25.
- b. Staff: 2012 Pool Fee Schedule  
The next MPD meeting is March 12, 2012.



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: March 6, 2012

SUBJECT: Citizens Pool Advisory Committee – Ad Hoc Board Member

### ISSUE

Appointment of Ad Hoc Board member to the Citizens Pool Advisory Committee (CPAC).

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

By Resolution #8, the Board established a Citizens Pool Advisory Committee (CPAC) to provide advice on Tukwila Pool issues that the Board will be addressing throughout the years. The Board desired to have Board representation on the committee by appointing a Board member to be a non-voting ad hoc member of the CPAC.

### DISCUSSION

A non-voting liaison representing the Board may be an automatic representation from established Commissioner positions; past president, current president, current clerk or it could be by appointment of an interested Commissioner.

1. Past President – brings recent leadership experience with the MPD and may have a more developed relationship with the Committee.
2. Current President – brings a current leadership role with the MPD and may have strong interest on the relationship that is developed between the Board and Committee.
3. Current Clerk – brings a position that will take a leadership role the next year and may provide an educational and relationship building experience that may prove beneficial between the Board and Committee.
4. Interested Commissioner – brings a position that is not in any of the three leadership positions listed above but may have interest in the MPD and Committee's relationship.
5. Combination of Current Clerk and Past President – combines option 3 and option 2, by appointing the current Clerk as the ad hoc member and the past President as the alternative ad hoc member. This option may assist with consistent ad hoc member participation at all of the regular and special Committee meetings.

### RECOMMENDATION


It is recommended that the current MPD Clerk of the Board be the automatic Board, non-voting ad hoc member and the past President to be the alternate of the Citizens Pool Advisory Committee.



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: March 6, 2012

SUBJECT: Report from first Citizens Pool Advisory Committee (CPAC) meeting

### ISSUE

Report from first Citizens Pool Advisory Committee meeting.

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

All committee members were present for the first Citizens Pool Advisory Committee held on February 25. As "charged" by the Board at their February meeting, the Committee worked through proposed draft bylaws, determined officers and set a meeting schedule.

1. There were a few changes to the proposed draft bylaws that the Committee will review at their next meeting prior to adopting them.
2. The officers elected were Bryan Nelson as Chairperson and Vida Verdier as the Vice-chairperson.
3. The Committee followed the resolution when setting their regularly scheduled meetings, "meet no less than quarterly." The regular meetings were established for every third month: January, April, July and October. Meetings will be held on the second Saturday of the quarter at 8:00 a.m.

Later, the Committee determined that they would schedule special meetings from 8:00 a.m. to 9:30 a.m. every other Saturday for two months. Additional, special meetings would be reconsidered near the end of the two month period. The next Citizens Pool Advisory Committee special meeting is March 10 from 8:00 AM to 9:30 at the Tukwila Community Center. Currently, the scheduled special meetings are March 10 and 24, April 28, with the regular meeting scheduled for April 14.

### DISCUSSION

At their March 10 meeting, the Committee will finalize the bylaws and discuss priorities for discussion by the CPAC, discuss a Mission Statement and receive an update from the Save the Pool group on coordinated efforts with the Tukwila School District and use of the Tukwila Pool.

To keep the Board updated on their work efforts, the Committee would like to include their agendas and minutes as part of the MPD Board packet under "reports".

### ATTACHMENTS

CPAC Agenda and draft Minutes from February 25, 2012 meeting  
CPAC Agenda for March 10, 2012 meeting



**Tukwila Metropolitan Park District (MPD)  
Citizens Pool Advisory Committee**

TO: **Citizens Pool Advisory Committee**  
FROM:  **Rick Still, Parks and Recreation Director**  
DATE: **February 22, 2012**  
SUBJECT: **February 25, 2012 Committee Meeting Agenda**

If you are unable to attend, please notify Stephanie at 206-767-2342

**AGENDA**

February 25, 2012 -- 8 AM  
Tukwila Community Center – **Arts A Room**

**Call to Order**

**Approval of Minutes** – Not applicable

**Old Business**

None

**New Business**

1. Introductions.
2. Discuss bylaws.
3. Election of Officers.
4. Housekeeping: establish meeting times, frequency, location.
5. Mission statement and purposes discussion.
6. Discuss information archiving for annual reports production.
7. Action items and priorities list discussion.

**Citizen Comments**

**Other**

**Adjournment**

**Next Meeting: TBD**



# TUKWILA METROPOLITAN PARK DISTRICT

## Citizens Pool Advisory Committee

### MINUTES - DRAFT

Tukwila Community Center – Arts Room A  
Saturday, February 25, 2012 8:00 AM

#### Attendance

Commissioners: Jeri Frangello-Anderson, Bryan Nelson, David Puki, Vida Verdier, Vanessa Zaputil

Staff: Rick Still, Stephanie Gardner, Amy Kindell

**Call to Order:** The meeting was called to order at 8:05 AM.

**Approval of Minutes:** There were no minutes to be approved.

#### Business Items

- 1. Introductions**  
Committee members and Staff introduced themselves.
- 2. Discuss Bylaws**  
Committee members discussed the draft bylaws for CPAC and made revisions and corrections as needed. Another draft will be distributed at the March 10, 2012 meeting.
- 3. Election of Officers**  
The floor was opened for nominations for Chairperson. Vida Verdier nominated Bryan Nelson for Chairperson. The nomination was seconded by Vanessa Zaputil. Bryan Nelson accepted the nomination. The nomination carried, 4-0.  
  
David Puki nominated Vida Verdier for Vice-Chairperson. Bryan Nelson seconded the nomination. Vida Verdier nominated Vanessa Zaputil for Vice-Chairperson. Bryan Nelson seconded the nomination. Vanessa Zaputil declined the nomination. Vida Verdier accepted the nomination. The nomination carried, 4-0.
- 4. Housekeeping: establish meeting times, frequency, location**  
Vanessa Zaputil motioned that the CPAC schedule special meetings every two weeks on Saturday at 8:00 AM during the months of March and April 2012 at the Tukwila Community Center. Bryan Nelson moved to amend the motion. Vanessa Zaputil amended the motion to 'CPAC shall meet 3/10, 3/24, 4/7, & 4/21/12 at 8:00 AM to 9:30 AM. David Puki seconded the motion. The motion carried, 4-0.
- 5. Mission Statement and purposes discussion.**  
Discussion tabled until 3/10/12 meeting.

## TUKWILA METROPOLITAN PARK DISTRICT Citizens Pool Advisory Committee

6. Discuss information archiving for annual reports production  
The committee discussed the contents of Annual Reports and consensus was reached that the contents of CPAC annual reports would be drawn from CPAC meeting minutes. The agenda and minutes shall be placed in the MPD agenda packets for record retention and public availability.
7. Action items and priorities list discussion  
The MPD long-term agenda was distributed to the Committee and will be reviewed in more detail at the March 10, 2012 special meeting

David Puki motioned that all CPAC agendas and meeting minutes be made available to the Board in Board Meeting agenda packets. Motion seconded by Vita Verdier. The motion carried, 4-0.

**Citizen Comments:** There were no Citizen Comments

**Other:**

Agenda Items for 3/10/12 meeting:

- Adopt by-laws
- Priority list of items for discussion by CPAC
- Review Minutes from 2/25/12 Meeting
- Discuss Mission Statement
- Update on Save Tukwila Pool efforts to coordinate with Tukwila School District

**Adjournment:** At 9:50 AM Vanessa Zaputil made a motion to adjourn the meeting, Jeri Frangello-Anderson seconded the motion. The motion carried, 4-0.

**Next Meeting:** Saturday, March 10, 2012 at 8:00 AM, Tukwila Community Center



**Tukwila Metropolitan Park District (MPD)  
Citizens Pool Advisory Committee**

TO: **Citizens Pool Advisory Committee**  
FROM:  **Rick Still, Parks and Recreation Director**  
DATE: **February 22, 2012**  
SUBJECT: **March 10, 2012 Committee Meeting Agenda**

If you are unable to attend, please notify Stephanie at 206-767-2342

**AGENDA**

March 10, 2012, 8:00 AM  
Tukwila Community Center – **Senior Card Room**

**Call to Order**

**Approval of Minutes** – February 25, 2012

**Business Items**

1. Adopt by-laws
2. Priority list discussion
3. Discuss Mission Statement
4. Update on Save Tukwila Pool efforts to coordinate with Tukwila School District

**Committee Reports**

**Citizen Comments**

**Staff Reports**

**Other**

**Next Meeting: March 24, 2012**

**Adjournment**



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: March 6, 2012

SUBJECT: Tukwila Pool Programs - Presentation

### ISSUE

A brief presentation of the programs and services offered at the Tukwila Pool.

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

In response to the Board's request regarding the programs and services provided at the pool, staff has prepared a PowerPoint presentation that reflects the offerings that occurred in 2011.

### ATTACHMENTS

PowerPoint Presentation



# 2011 Tukwila Pool Programs & Services

City of Tukwila  
and  
Tukwila Metropolitan Park District

# Programs & Services

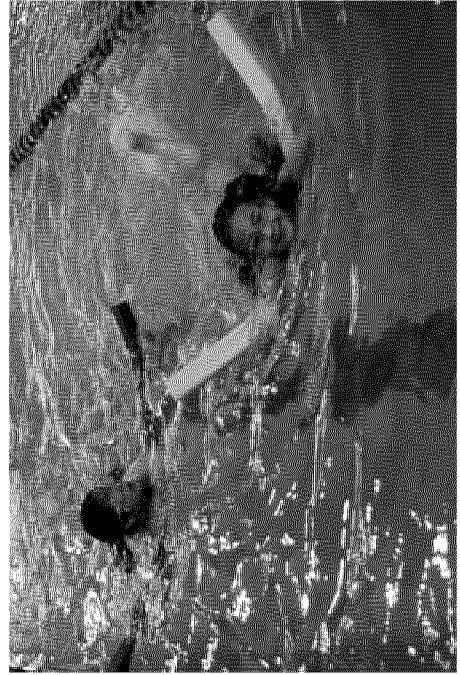
- Scheduled public use times
  - Lap Swims
  - Family Swims
  - Open Swims
- Swimming Lessons
  - Group Lessons
  - Private Lessons
- Red Cross Training
  - Lifeguard Training
- Rentals for Private Pool Parties
- Rentals for Aquatics Teams & Clubs
- Rentals for Specialized Aquatics Activities
- Focus for 2012 & Beyond



# Scheduled Public Use Times

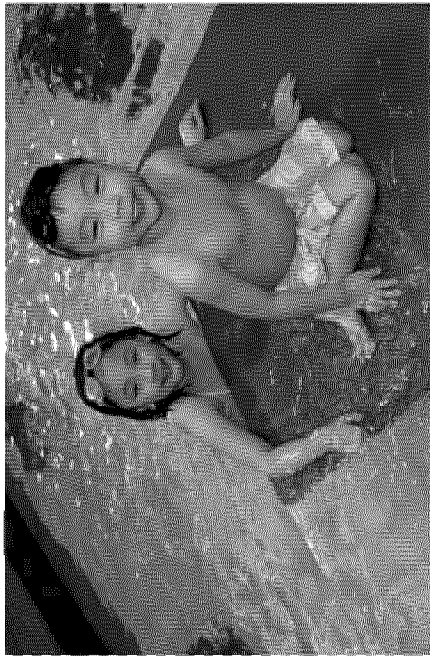
Each week Tukwila Pool is available to the public –

- 45.5 hours of Lap Swim
- 18 hours of Swimming Lessons Sept.-May & 29 hours of Swimming Lessons June – Aug.
- 7 hours of Water Aerobics
- 19 hours of Family Swim
- 4 hours of Open Swim
- 3 hours of Limited Mobility Activities

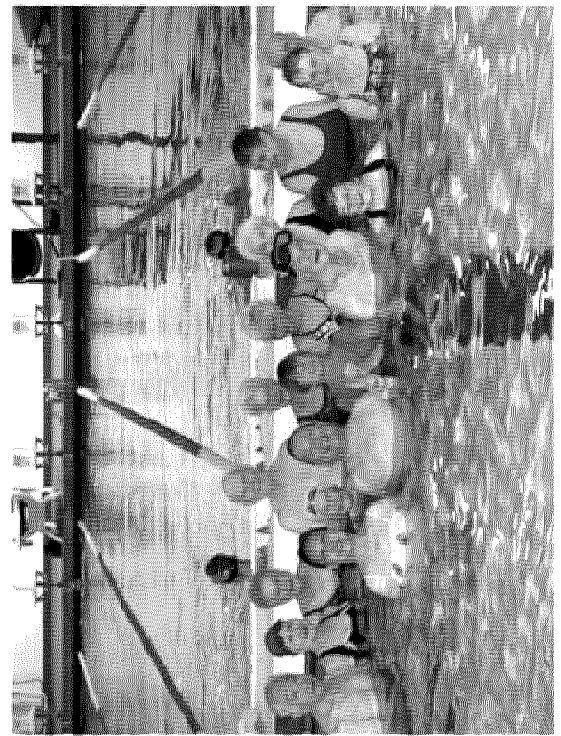


# Lap, Family & Open Swims

The availability of public use times at the Tukwila Pool exceeds that of other aquatics facilities in the region.



We offer a safe, fun environment for Youth, Adults, Seniors and Families to enjoy swimming and aquatic activities.

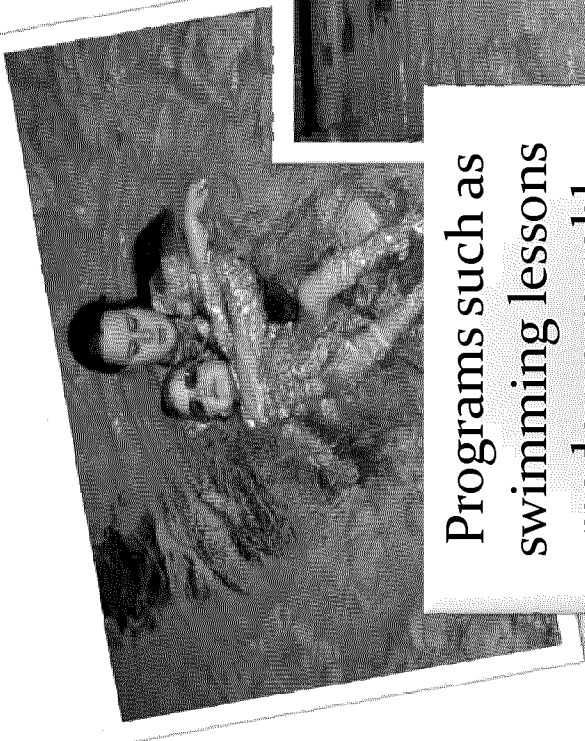


Our public use options allow citizens opportunities to stay physically active as well as build community.

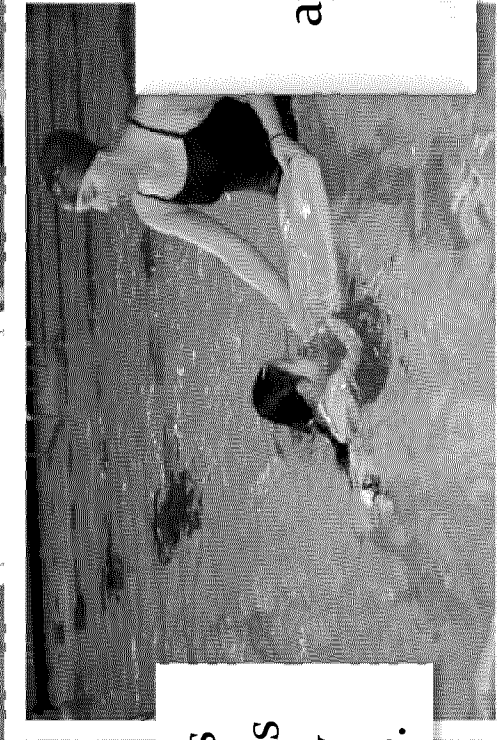




# Swimming Lesson Program



Programs such as swimming lessons made up roughly 48% 2011 revenue.



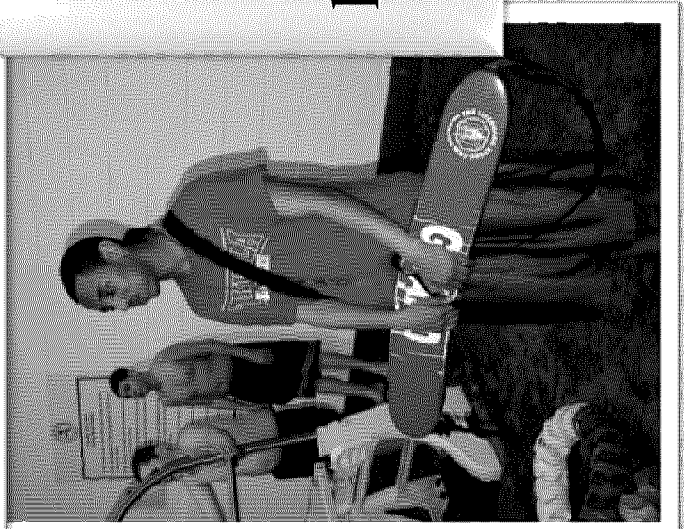
623 registrants participated in approximately 5,000 swimming classes during 2011.



# Red Cross Trainings



Each year we offer 3-4 Lifeguard Training Courses. These courses give local youth the skills to save lives, an opportunities to be employed at the Tukwila Pool and to have a positive impact in their community.



# Rentals for Private Parties



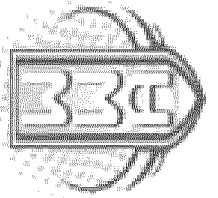
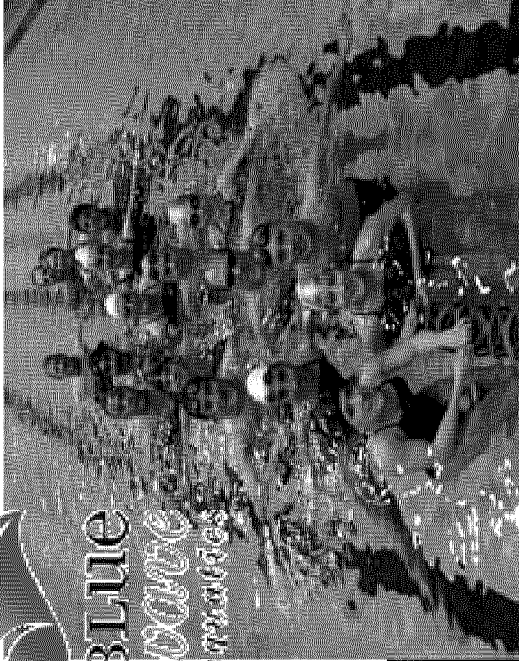
Private Party Rentals for birthdays, team parties, baptisms, and group events are available Saturday & Sunday after 3 pm.

These rentals generated over \$6,000 in revenue during 2011.

# Competitive Aquatics Teams



**BLUE  
WAVE**  
aquatics



3-6-12

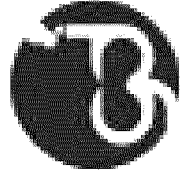


WhiteWater Aquatics

# Specialized Aquatics Rentals

**Team River Runner**

**TL Sea Diving**



**Washington**

**Tukwila School District -**

**Kayak**

**Occupational &**

**ReWA**

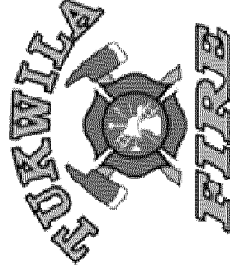
**girl diver**

**Club**

**Physical Therapy Program**



*Alaska Airlines*



# Focus for 2012 & Beyond

- Implement the Capital Improvement plan through the ESCO process. This will be very beneficial to the efficiency and longevity of the pool.
- Create and implement a marketing campaign for the “new” pool opening.
- Increase efforts to work with the School District to develop a mutually beneficial relationship: swim lessons as a PE unit, boys and girls swim teams, and participation in pool special events.
- Continue to improve and provide an exceptional array of Aquatics Programs and public use opportunities.

# Focus for 2012 & Beyond cont.

- Work to increase our Special Event offerings to encourage the community to participate in Aquatics.
- Employ innovative methods to teach more youth and adults to swim and the importance of this lifesaving skill.
- Continue to employ innovative methods to teach even more youth to swim
- Utilize the enthusiasm of the CPAC to enhance our customer outreach.
- Continue to improve and provide an exceptional array of Aquatics Programs and public use opportunities.






# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: March 6, 2012

SUBJECT: Staff Report/Capital Improvement Program (CIP) Update and Ongoing Issues

### ISSUE

Staff update on several issues.

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

This Informational Memorandum is to update the Board on the Capital Improvement Projects, operational issues and future MPD agendas. The information below will keep you apprised of the work effort in action to keep on our fall construction timeline for pool renovation, some of the challenges and issues staff are working through to keep the pool operating, and a more detailed look ahead of what issues will be brought forward to the Board for consideration.

### DISCUSSION

#### **Capital Improvement Project Update – ESCO**

McKinstry engineers, our Energy Services Contractor, have deployed the first phase of data loggers and are currently analyzing data for preliminary energy baseline consumption and proposed savings calculations. McKinstry estimators are beginning to develop rough order of magnitude (ROM) costs associated with each of the capital improvement measures provided by the Tukwila Pool management. The ROM is a preliminary detailed spreadsheet that identifies preliminary project cost estimates, energy efficiencies, rebates and/or grants, potential project phasing and “baselining” (which documents current energy consumption that will be used to compare with our future energy use to identify savings). The ROM lays the foundation as McKinstry works towards the preliminary Energy Services Plan (ESP). Either a modified ROM or a preliminary ESP will be presented to the Board in April and the final ESP will be to the Board in May.

#### **Operations**

The boiler needed repairs three times this last several weeks – all repairs were performed by staff. The motor on the chemical pump failed – it was replaced by a service contractor on March 5<sup>th</sup>. The pool heater pump overheated and did not work the last weekend of February – staff was able to make it operational again.

We were able to make minor and less expensive repairs anticipating that they will be replaced at the end of the year.

### **Future MPD Agendas**

March 12

- The scheduled CAFR presentation is an accounting document that does not need to be brought forward to the Board.

April 9

- Preliminary Final Energy Service Plan (ESP) presentation and discussion.
- Pool Rental Policy review and discussion.

May 14

- Energy Services Plan (ESP) presentation. Authorization to move forward with approximately \$1,600,000 of construction – including preparing final construction documents, hiring subcontractors and preparation for financing options.
- Quarterly Reports – Financial and Statistical Data

June 11

- Contracted Services Research Preliminary Results

### **ATTACHMENTS**

2012 Long-Term Agenda

# Tukwila Metropolitan Park District 2012 Draft Long-Term Agenda

Board Adopted 1-9-12

## **January 9**

Overview ESPC Program/Sign Interagency Agreement (IAA) with DES (memo)

Approve McKinstry as ESCO (memo)

Authorize ESPC program to proceed with IGA (memo)

18<sup>th</sup> – 25<sup>th</sup> CPAC Application Review / Interviews (who and when?)

## **February 13**

CPAC member appointment/confirmation and “charge” by Board

2011 Operations Statistical Review

2011 Budget Review

## **March 12**

2011 Pool program presentation

2011 CAFR presentation

## **April 9**

Pre-Final Analysis Presentation – Energy Service Plan (ESP)

Rental policy review and discussion

## **May 14**

Present Energy Service Plan (ESP) to Board (get authorization to move ahead with construction) and financing options

1/4ly Operations Statistical Review

1/4ly Budget Review

## **June 11**

Contracted Services Research

## **July 9**

City Services Contract review

Budget Direction

## **August 13**

Contracted Services Presentation

1/4ly Operations Statistical Review

1/4ly Budget Review

## **September 10**

Preliminary 2013 Program and Fees Review

## **October 8**

Pre-Construction/Development Status/Projected Construction Timeline

Preliminary Budget

## **November 13**

2013 Program and Fees Review

Construction Status Update/Project Timeline

1/4ly Operations Statistical Review

1/4ly Budget Review

## **December 10**

Adopt 2013 Budget

Construction Status Update/Project Timeline

**OTHER:** Build relation w/ TSD, Marketing

