

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, April 9, 2012, 6:00 PM
Tukwila City Hall Council Chambers

Resolution #11

NOTE: Due to the length of this agenda, the meeting may be extended past the typical 1-hour completion time.

1. CALL TO ORDER

2. CITIZEN COMMENTS

3. CONSENT AGENDA

- a. Approval of minutes: 3/12/12
- b. Approval of vouchers.

4. BUSINESS ITEMS

- a. A resolution amending Resolution No. 8 to change the official name of the Citizens Pool Advisory Committee to the "Tukwila Pool Advisory Committee."
- b. Energy services performance contracting: Rough order of magnitude.

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5. REPORTS

- a. Commissioners
- b. Staff report, to include:
 - Capital Improvement Program (CIP) update
 - Operations
 - Facility use schedule
 - Legal representation at MPD meetings (Citizens Pool Advisory Committee initiative)
 - Meetings of MPDs from around the state
 - Future MPD agendas
- c. Citizens Pool Advisory Committee agendas and minutes
- d. Long-term agenda
- e. Next meeting is May 14, 2012

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6. MISCELLANEOUS

7. ADJOURNMENT

Tukwila City Hall is wheelchair accessible.


Reasonable accommodations are available at public hearings with advance notice to the City Clerk's Office (206-433-1800 or TukwilaCityClerk@TukwilaWA.gov). This notice is available at www.tukwilawa.gov, and in alternate formats with advance notice for those with disabilities.

Tukwila Metropolitan Park District Board meetings are audio taped.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District (MPD)

TO: Tukwila Pool MPD Board Members

FROM: Rick Still, Parks and Recreation Director 

DATE: April 4, 2012

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

ISSUE

Amend Resolution #8, which established the Citizens Pool Advisory Committee, to change the name from Citizens Pool Advisory Committee to Tukwila Pool Advisory Committee.

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

The Citizens Pool Advisory Committee, at their March 12, 2012 special meeting approved a motion to request the Citizens Pool Advisory Committee official name to be changed to Tukwila Pool Advisory Committee, which more specifically defines the group and the community it serves.

RECOMMENDATION

The Board is being asked to approve a resolution amending Section 1 of Resolution #8 at the April 9, 2012 MPD Board meeting.

ATTACHMENTS

- Draft Resolution
- Resolution No. 8
- Minutes from the 3/12/12 MPD Meeting

Tukwila Metropolitan Park District

DRAFT

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AMENDING RESOLUTION NO. 8 §1 (PART) TO CHANGE THE NAME OF THE CITIZENS POOL ADVISORY COMMITTEE.

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District adopted Resolution No. 8 on December 12, 2011, which established the Citizens Pool Advisory Committee; and

WHEREAS, at the March 12, 2012 meeting of the Board of Commissioners the Citizens Pool Advisory Committee requested the name of the committee be changed to the "Tukwila Pool Advisory Committee";

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

Resolution No. 8 §1 (part), "Citizens Pool Advisory Committee Established," is hereby amended to change the name of the Citizens Pool Advisory Committee to the "Tukwila Pool Advisory Committee."

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

Tukwila Metropolitan Park District

Resolution No. 8

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT AUTHORIZING THE CREATION OF THE TUKWILA METROPOLITAN PARK DISTRICT CITIZENS POOL ADVISORY COMMITTEE.

WHEREAS, the citizens of Tukwila voted in August 2011 to create the Tukwila Metropolitan Park District by 63% approval; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires the on-going involvement and participation of community members as an essential component toward achieving the goals of the District; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners has determined that a Citizens Pool Advisory Committee is necessary and pertinent for the future success of the Tukwila Metropolitan Park District (TMPD); and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners desires to solicit advice and recommendations from the Citizens Pool Advisory Committee regarding policy, budget and operations; and

WHEREAS, the Tukwila Metropolitan Park District Board of Commissioners and the members of the Citizens Pool Advisory Committee, by the creation of the Committee herein, recognize that the Committee shall serve in an advisory capacity and, while the Commission shall thoroughly consider the recommendations of the Committee, the Commission is not required to implement them;

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

Section 1. Citizens Pool Advisory Committee Established. The Tukwila Metropolitan Park District Citizens Pool Advisory Committee is hereby established and will consist of five members selected from citizens and/or Tukwila business owners who shall be appointed by the Tukwila Metropolitan Park District Board of Commissioners, subject to confirmation by a majority vote of the Board. No more than 2 members shall be non-residents. A formal process of selection shall include application to and review by the Board of Commissioners President. Appointments shall be made for the position and shall be selected without respect to political affiliations, race or sex. One Board Commissioner may be appointed as a non-voting liaison to the Citizens Pool Advisory Committee.

Section 2. Appointment Terms. Members of the Citizens Pool Advisory Committee shall serve a two-year term of appointment. Initial terms will include two one-year appointments and three two-year appointments, and all terms thereafter shall be two-year appointments. All appointments will expire December 31st of the last year of the term. If an appointment becomes vacated, the expiration of the term of the appointment shall be to fill only the expired position of such term. Vacancies shall be filled for unexpired terms as soon as possible. Staffing shall be provided as directed by the Tukwila Metropolitan Park District President and in cooperation with the Mayor's Office.

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, 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.

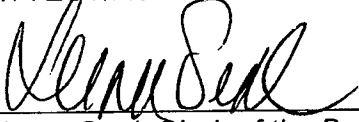
Section 6. Annual Report. The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

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

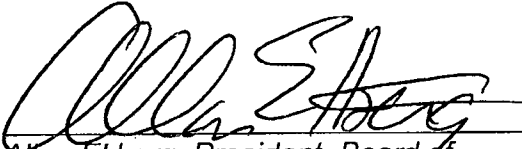
1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for 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.

PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this 12th day of December, 2011.

ATTEST/AUTHENTICATED:

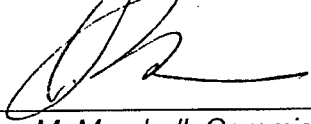


Verna Seal, Clerk of the Board
Commissioners



Allan Ekberg, President, Board of
Commissioners

APPROVED AS TO FORM BY:



Lisa M. Marshall, Commission Attorney

Filed with the Clerk: 12/7/11
Passed by the Commission: 12.12.11
Resolution Number: 8

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 and 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.

Staff recommends 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.

**MOVED BY ROBERTSON, SECONDED BY KRULLER TO ADOPT ALTERNATE NUMBER 5.
MOTION CARRIED 6-0.**

(2) Report from the first Citizens Pool Advisory Committee meeting.

All Committee members were present for the first Citizens Pool Advisory Committee held on February 25, 2012. 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 adoption.
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.

After discussion, the Committee determined 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 am 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.

Mr. Still explained the Committee members are requesting the name of the committee be changed from the Citizens Pool Advisory Committee (CPAC) to the Tukwila Pool Advisory Committee (TPAC). Additionally, the Committee will submit copies of their meeting agendas and minutes for inclusion into the Board's agenda packet.

Board President Seal explained the request by CPAC to change the name will follow standard process, with a draft amendment to Resolution No. 8, which will be added to the agenda for the next Board of Commissioners meeting for consideration.


Bryan Nelson, 3223 South 136th Street, thanked Rick Still and the Parks and Recreation Department staff for their assistance during the new committee meetings. He explained the committee is formally requesting their meeting agendas and minutes be included on the monthly agenda. They feel communication is very important, and the monthly update will allow the Board to review the Committee status.

b. Pool program presentation.

Rick Still, Parks and Recreation Director, explained the Board requested a presentation on the current programs and services provided at the Tukwila Pool. Mr. Still utilized a PowerPoint presentation to update the Board on those services and programs.

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District (MPD)

TO: **Tukwila Pool MPD Board Members**

FROM: **Rick Still, Parks and Recreation Director** 

DATE: **April 4, 2012**

SUBJECT: **Energy Service Performance Contracting - Rough Order of Magnitude**

ISSUE

Review the Rough Order of Magnitude.

FINANCIAL IMPACT

No Financial Impact at this time.

A decision to move cancel or move forward with this project is scheduled for the May Board meeting; either decision has a financial impact.

BACKGROUND

On January 12th, the MPD Board approved the Energy Service Performance Contracting (ESPC) process, authorized McKinstry Energy Services (McKinstry) as the Energy Services Company (ESCO) and authorized the initiation of the investment grade audit for the Tukwila Pool. As reported in the Staff Report last month, McKinstry has completed the energy audit to create a baseline consumption for proposed savings calculations.

DISCUSSION

Attachment 1, the Rough Order of Magnitude (ROM) is approximately 70% of a preliminary plan, typically not provided by the ESCO. However, to coordinate with the MPD meeting schedule this extra work effort was conducted. It is anticipated that at the May 14th MPD meeting, McKinstry will be able to narrow the project scope down and finalize a guaranteed max for each project, a Final Energy Services Plan (ESP). The final ESP document is when the Board has the opportunity to either cancel the program or move forward with the project list, i.e. committing to a financing plan while the consultant prepares plans and specifications, obtains bids and then construct the projects.

Items 1 – 25 on the ROM list are necessary projects to keep the pool operating and sustainable. These items are currently what can be completed with the given cost estimates.

Items 26 – 38 are projects that are not necessary to keep the facility functioning and operational but could have great impact on the project as a whole. However, these items currently can only be completed as additional funds become available, (via less expense for the necessary items,

additional funding, etc.) and they would be added to the scope of the project individually. Therefore, it is pertinent that this middle shaded area be prioritized by the Board, CPAC, Pool Users, Visioning Sessions Notes (Attachment 2) so that if funds are available it will be evident which order to complete them in. Also in this list are the Enclosure and Addition options with sketches, Attachments 3 and 4 respectively.

Items 39 – 43 are new projects that were added to the original project list. The first three items (39 – 41) were discussed and brought forward by the CPAC. Attachment 5 is a Locker Room Privacy sketch by the consultant showing what the locker room layout would look like with the added privacy showers and dressing rooms. The last two items (42 and 43) were proposed by the Consultant.

At the beginning of the project the scope was set at a high level so the maximum price would be known. As the project progresses and more details are becoming known, the scope is being modified to keep within budget. Many items on the ROM list can be done in varying ways, these items have adjusted pricing (in bold font) as seen in the “Modified Project Scope” column and include a 30% mark-up for consultant (20%) and contingency (10%). An example of the modified scope is Item 24 - Exterior Doors: not all exterior doors need to be replaced so the scope was reduced to only those needing replacement or only replacing hardware are some.

With the reduced total expense of the modified scope there is greater potential that additional items may be able to be completed from the lower list (items 26 – 38). This will become evident as the project progresses at which time the list of additional items will need to already be prioritized so as not to delay the project. Even with a modified scope, if this project were not being done using the Energy Savings Performance Contracting program then the overall project cost would be over \$2M for the necessary items (1 – 25) whereas, the ESCO's cost estimate is \$1.8M. The modified scope was implemented on all applicable projects. Also, since this a 70% plan there are still areas where additional research needs to be completed and this information is forthcoming and can be seen in the shaded cells.

RECOMMENDATION

The Board is being asked to review and provide recommendations regarding the Rough Order of Magnitude.

ATTACHMENTS

1. Rough Order of Magnitude
2. Visioning Notes
3. Enclosure sketch
4. Addition sketch
5. Locker Room Privacy sketch

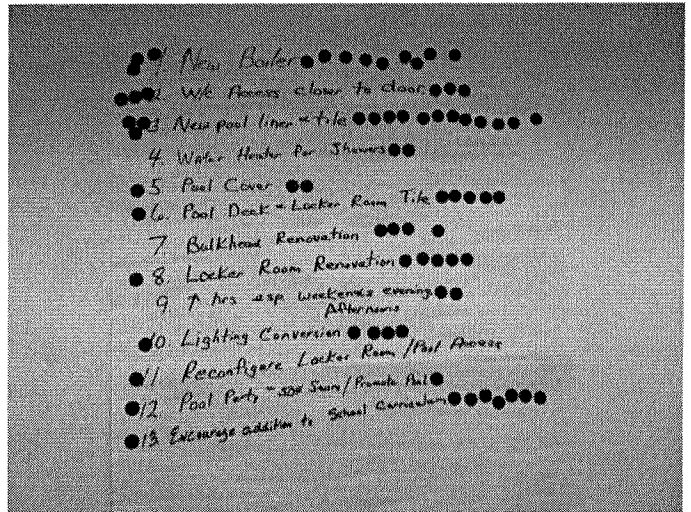
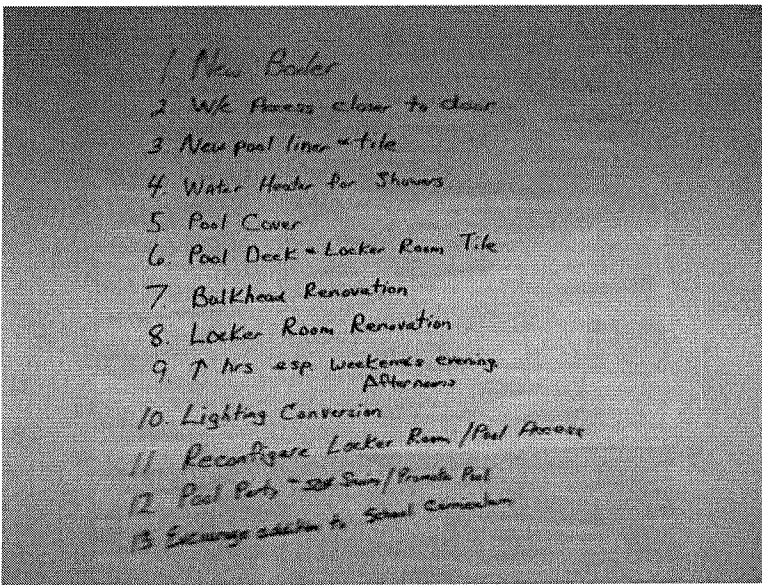


Project **Tukwila Pool**
Scenario **Rough Order of Magnitude**
Date **April 3, 2012**

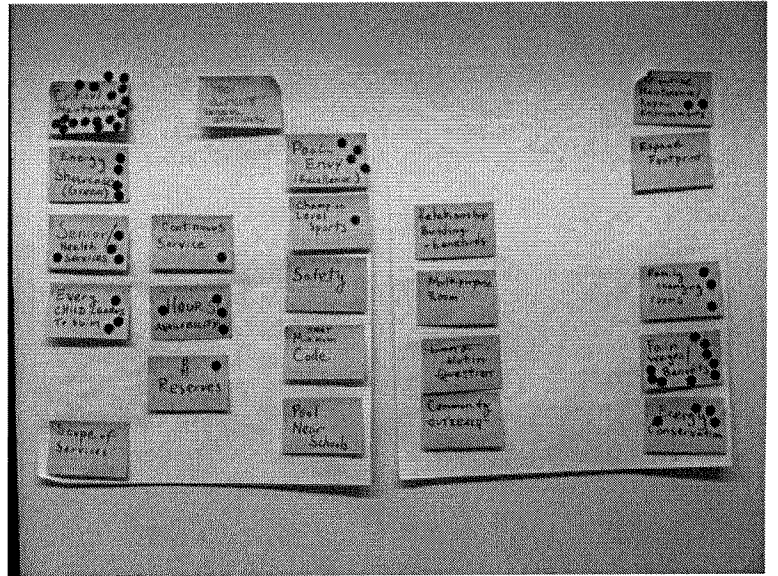
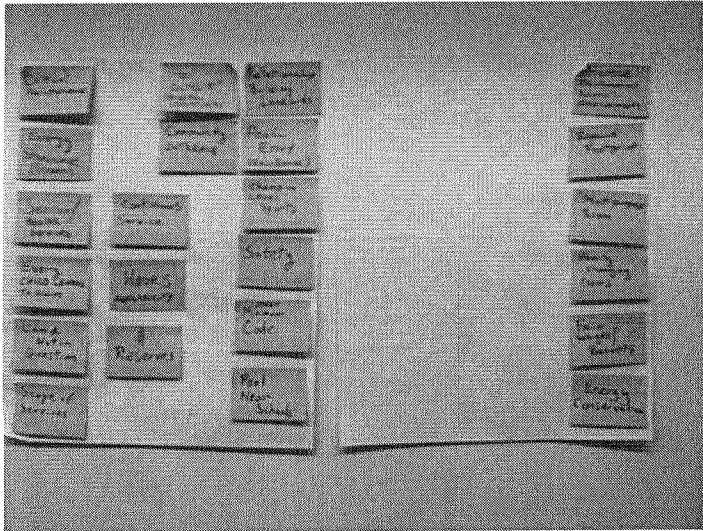
Item #	Option	Project	Tukwila Pool Budget	Marshall Project Scope	McKinstry Budget	Annual Utility Savings	Potential Incentives ***	Comments
1	A	Pool Liner, Water Edge Tile, and Main Drains	\$235,000	\$235,841	\$235,841	\$ -	\$ -	Provide new pool liner, water edge tile, and main drains.
2	A	Pool Circulation Pump VFD; Pool Water Plumbing / Valve Replacement; Pool Heating Pump VFD	\$47,000	\$99,554	\$99,554	\$3,162	\$8,551	Convert existing pool circulation pumps to variable flow control, replace broken valves.
3	A	ADA Pool Chair Lifts (2)	\$15,000	\$18,849	\$18,849	\$ -	\$ -	Provide (2) new ADA pool chair lifts.
4	A	Chemtrol Replacement	\$7,000	\$11,193	\$11,193	\$ -	\$ -	Replace existing pool chemical treatment system.
5	Alternate	Nat. HVAC Digital Controls / Dampers Lobby HVAC Digital Controls / Dampers Nat. Fan & Motor Replacement	\$205,000	\$320,549	\$320,549	\$10,634	\$0	Provide DDC controls upgrades, control damper repairs, and retrocommissioning services to the natatorium and locker room air handling units. The fan and motor will be replaced on the Natatorium air handling unit.
6	A	Building Heating Pump VFD	\$15,000					NOT RECOMMENDED, further research still being done.
7	Alternate	Boiler Burner and Controls Replacement Condensing Domestic Water Heater	\$130,000	\$173,854	\$173,854	\$6,221		This measure includes replacing the existing burner and linkageless controls. Existing domestic water heaters will be replaced with condensing units.
8	A	Sand Filter-Conversion DE filter system REMODEL	\$63,000	\$124,156	\$124,156	\$ -	\$ -	Replace existing vacuum DE filter system with new filter type.
9	A	Bulkhead Renovation	\$38,000	\$12,227	\$12,227	\$ -	\$ -	Renovate existing bulkhead.
10	B	Lighting Conversion	\$36,000	\$72,835	\$72,835	\$4,225	\$0	Upgrade existing lighting systems.
11	B	Remove Natatorium Ceiling Tiles	\$10,000	\$42,626	\$42,626	\$ -	\$ -	Remove existing suspended ceiling in natatorium, add sound abatement.
12	B	Add Natatorium Sound Abatement	\$15,000	\$110,398	\$110,398	\$ -	\$ -	Add sound abatement to natatorium.
13	B	ADA Improvements (Parking Lot)	\$40,000	\$78,000	\$105,761	\$ -	\$ -	Provide parking lot ADA improvements for improved facility access.
14	B	Locker Room Tile (Showers & Walls)	\$45,000	\$40,431	\$40,431	\$ -	\$ -	Replace existing locker room tile, including shower and wall tiles.
15	B	HVAC Natatorium Supply Fan VFD	\$15,000					NOT RECOMMENDED, further research still being done.
16	B	HVAC Lobby Supply VFD	\$10,000					NOT RECOMMENDED, further research still being done.
17	B	HVAC Lobby Exhaust VFD	\$10,000					NOT RECOMMENDED, further research still being done.
18	B	Interior Doors Replacement (all or partial)	\$5,000	\$64,650	\$96,447	\$ -	\$ -	Replace existing interior doors. (11 wood doors)
19	B	Heat Exchanger (Pool Water Heat) (revised)	\$20,000	\$45,500	\$47,237	\$ -	\$ -	Provide new pool water heat exchanger. (plate v. bundled)
20	B	Locker Room Plumbing (Showers & Fixtures - partial)	\$20,000	\$52,000	\$81,250	\$1,622	\$0	Provide retrofit to or replacement of existing plumbing fixtures, including lavatories, showers, water closets, and urinals. (reduce scope)
21	B	Gutter/Deck Tile (all or partial or revised)	\$20,000	\$39,000	\$53,440	\$ -	\$ -	Replace existing gutter and tile deck.
22	B	Locker Room Painting (partial)	\$10,000	\$39,000	\$36,034	\$ -	\$ -	Paint locker rooms.
23	C	New Lockers (modified)	\$15,000	\$39,000	\$39,469	\$ -	\$ -	Provide new lockers for locker room.
24	C	Exterior Doors Replacement	\$20,000	\$38,474	\$73,988	\$ -	\$ -	Replace existing exterior doors. (3 doors + hardware on 6 doors)
25	D	Deep End Guard Chair	\$8,000	\$5,850	\$8,855	\$ -	\$ -	Replace existing deep end guard chair.
Subtotal:			\$1,056,000	\$1,663,986	\$1,804,994	\$26,064	\$8,551	
20% Consultant + 10% Contingency:			\$316,800					
Total:			\$1,372,800	\$1,663,986	\$1,804,994		(\$8,551)	\$1,796,443

26		Locker Room Floor Resurfacing	\$20,000	\$76,938	\$76,938	\$ -	\$ -	Resurface locker room flooring.
27		UV - New Item, strongly recommended	\$25,000	\$62,455	\$62,455	\$ -	\$ -	Add UV treatment system to pool.
28		Deck Drain and Resurfacing	\$40,000	\$121,348	\$121,348	\$ -	\$ -	Resurface existing deck and repair deck drains.
29		Pool Cover / Blanket	\$120,000	\$166,448	\$166,448	\$6,196	\$10,000	Provide automatic pool covers.
30		Sewer Deduct Meter	\$1,000	\$3,900	\$6,291	\$871	\$0	Provide deduct and charge meters for pool fill and blow down. Coordinate with local water utilities for rate modifications.
31		Modify Front Desk Reception (if no Enclosure)	\$5,000	\$6,500	\$14,482	\$ -	\$ -	Remodel existing reception area.
32		Admin Offices Remodel	\$15,000	\$19,500	\$26,774	\$ -	\$ -	Remodel administration offices.
33		Modify Family Changing Rooms (if no add on)	\$5,000	\$6,500	\$9,446	\$ -	\$ -	Modify family changing rooms.
34		Modify Supply / Staff Break Room	\$8,000	\$10,400	\$43,415	\$ -	\$ -	Provide secure storage for staff on break room.
35		Staff Locker Rooms Renovation	\$8,000	\$10,400	\$16,955	\$ -	\$ -	Provide renovation of existing staff locker room, including repair of failed plumbing and upgrade to high efficiency plumbing fixtures.
36		Add Windows in Natatorium	\$20,000		\$30,379	\$ -	\$ -	Provide new natatorium glazing. Cost estimate is \$100/sqft.
37		Enclosure - see sketch		\$50,000		\$ -	\$ -	Cost estimate based upon \$200/sqft for approximately 300 sqft.
38		Addition - see sketch		\$900,000		\$ -	\$ -	Cost estimate based upon \$300/sqft for approximately 3,000 sqft

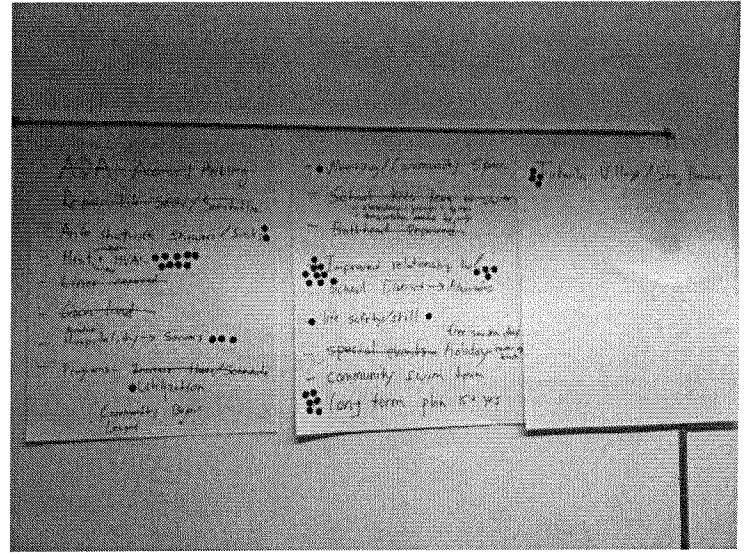
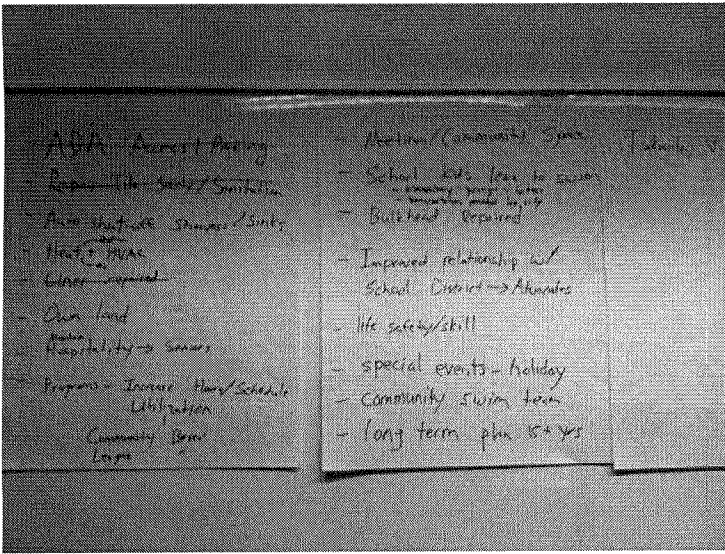
39	ADDED 1				\$293,000			Provide solar thermal preheat system for pool and domestic water heating. This measure includes a new roof for the facility.
40	ADDED 2	Privacy showers & changing areas - see sketch			\$144,203	\$ -	\$ -	Provide new changing rooms and private showers for locker rooms.
41	ADDED 3	Privacy changing areas			\$40,465	\$ -	\$ -	Provide new changing rooms for locker rooms.
42	ADDED 4				\$55,000	\$ -	\$ -	Provide new supply air ductwork to improve air flow to natatorium.
43	ADDED 5				\$1,438	\$51	\$0	Provide vending power management control for (2) existing refrigerated vending machines.



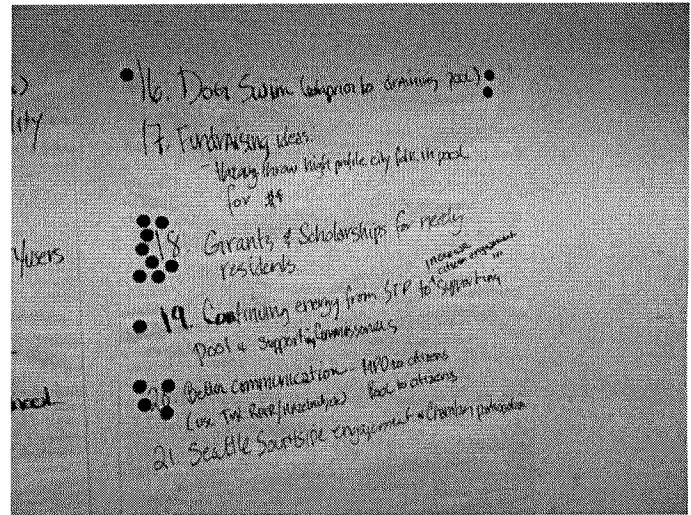
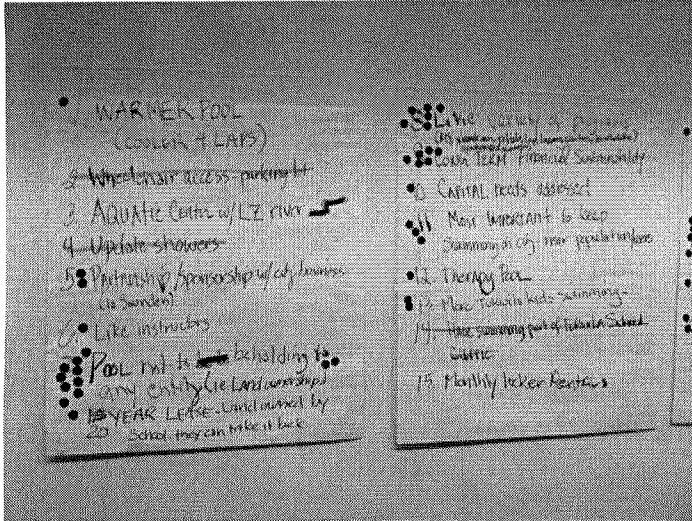
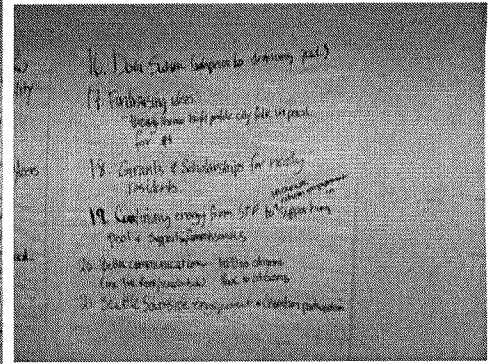
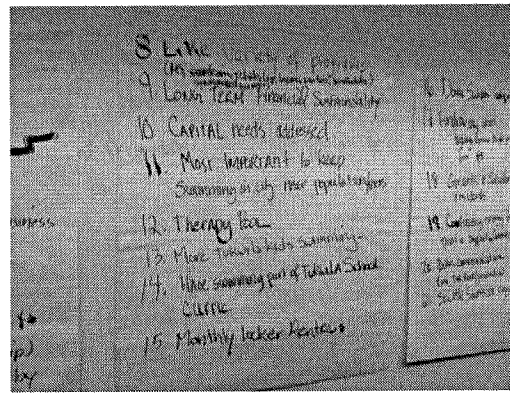
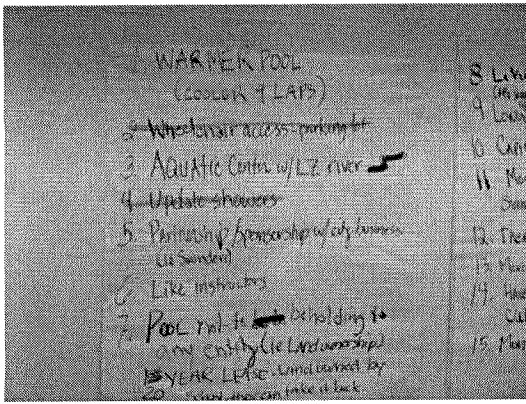
- New Boiler (13)
- Wheelchair access closer to door (6)
- New pool liner and tile (15)
- Water heater for showers (2)
- Pool cover (3)
- Pool deck and locker room tile (6)
- Bulkhead renovation (4)
- Locker room renovation (6)
- Increase hours, especially weekends, evenings, afternoons (2)
- Lighting Conversion (5)
- Reconfigure locker room / pool access (1)
- Pool Party: 50 cent swim / promote pool (2)
- Encourage addition to school curriculum (8)



- Critical Maintenance (15)
- Energy Showcase (4)
- Senior / Health Services (4)
- Every Child Learns to Swim (3)
- Scope of Services (0)
- Pool Culture (0)
- Continuous Service (1)
- Hours Availability (4)
- Reserves (1)
- Pool Envy (4)
- Champion Level Sports (1)
- Safety (0)
- Meet Minimum Code (0)
- Pool Near Schools (0)
- Relationship Building (0)
- Multi- Purpose Room (0)
- Community Outreach (0)
- Prioritize Maintenance (2)
- Expand Footprint (0)
- Family Changing Rooms (3)
- Fair Wages/Benefits (9)
- Energy Conservation (4)



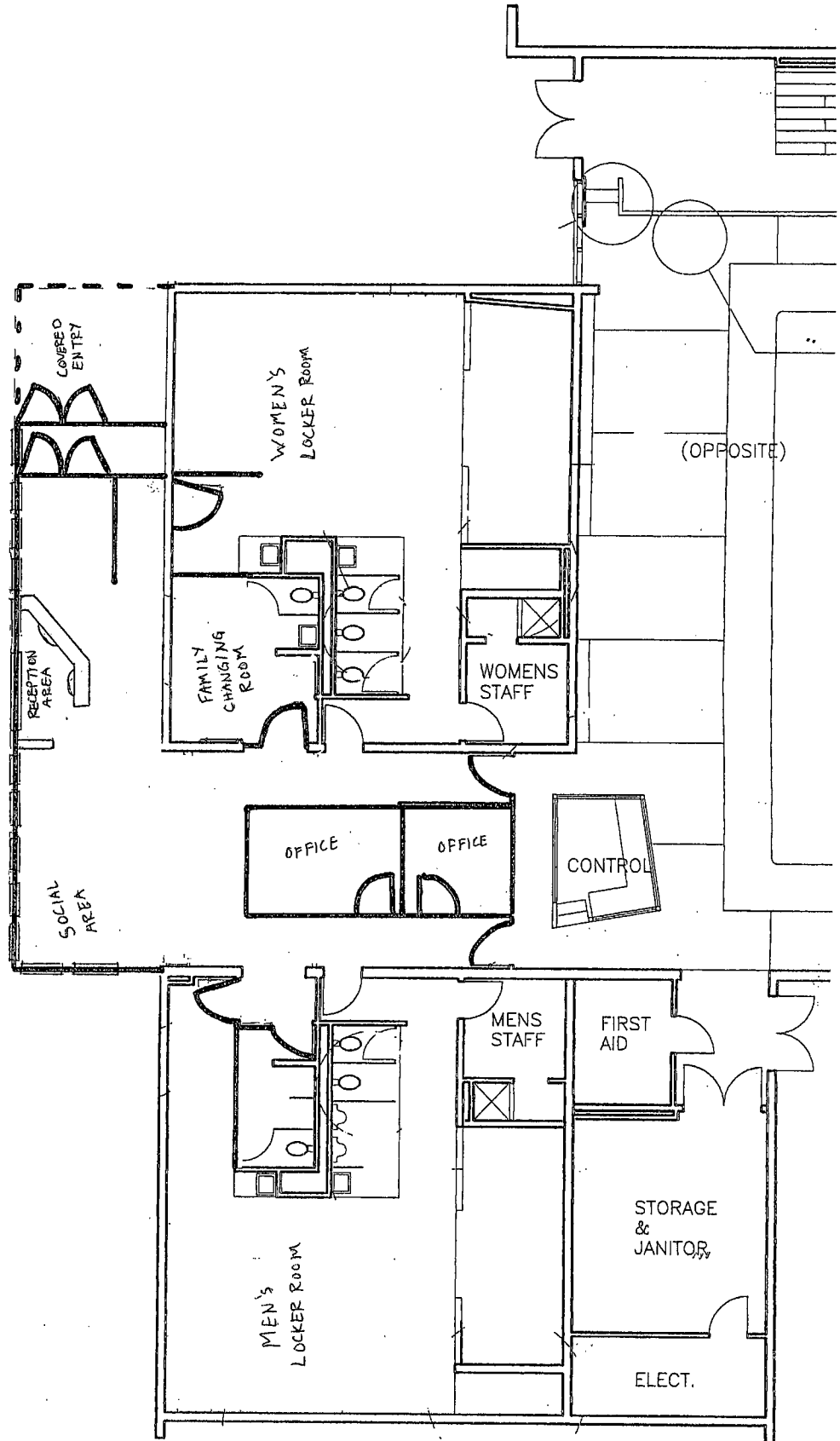
- Ada Access / Parking
- Repair Tile
- Auto Shut-off showers and sinks (2)
- Heat and HVAC (9)
- Liner Repair
- Own Land
- Hospitality – Seniors (3)
- Programs: Community Based, League Based (1)
- Meeting Community Space
- Improved relationship w/ School District (13)
- Life Safety (2)
- Special Events
- Community Swim Team
- Long Term Plan 15 + years (6)
- Tukwila Village Partnership (4)



- Warmer Pool (1)
- Wheelchair Access Parking Lot
- Aquatic Center / Lazy River
- Update Showers
- Partnership/Sponsorship w/ city business
- Like Instructors (1)
- Pool not to be holding to entity (school district land) (12)
- Like variety of programs (6)
- Long term financial sustainability (6)
- Capital needs addressed (1)
- Must important to keep swimming in city / near population (3)
- Therapy pool (1)
- More Tukwila Kids Swimming (2)
- Monthly Locker Rentals
- Dog Swim before draining (3)
- Fundraising Ideas
- Grants & Scholarships for residents in need (8)
- Continuing energy from STP to increase citizen engagement in supporting pool and commissioners (1)
- Better communication – MPD to citizens/pool to citizens (4)
- Seattle Southside engagement and chamber participation

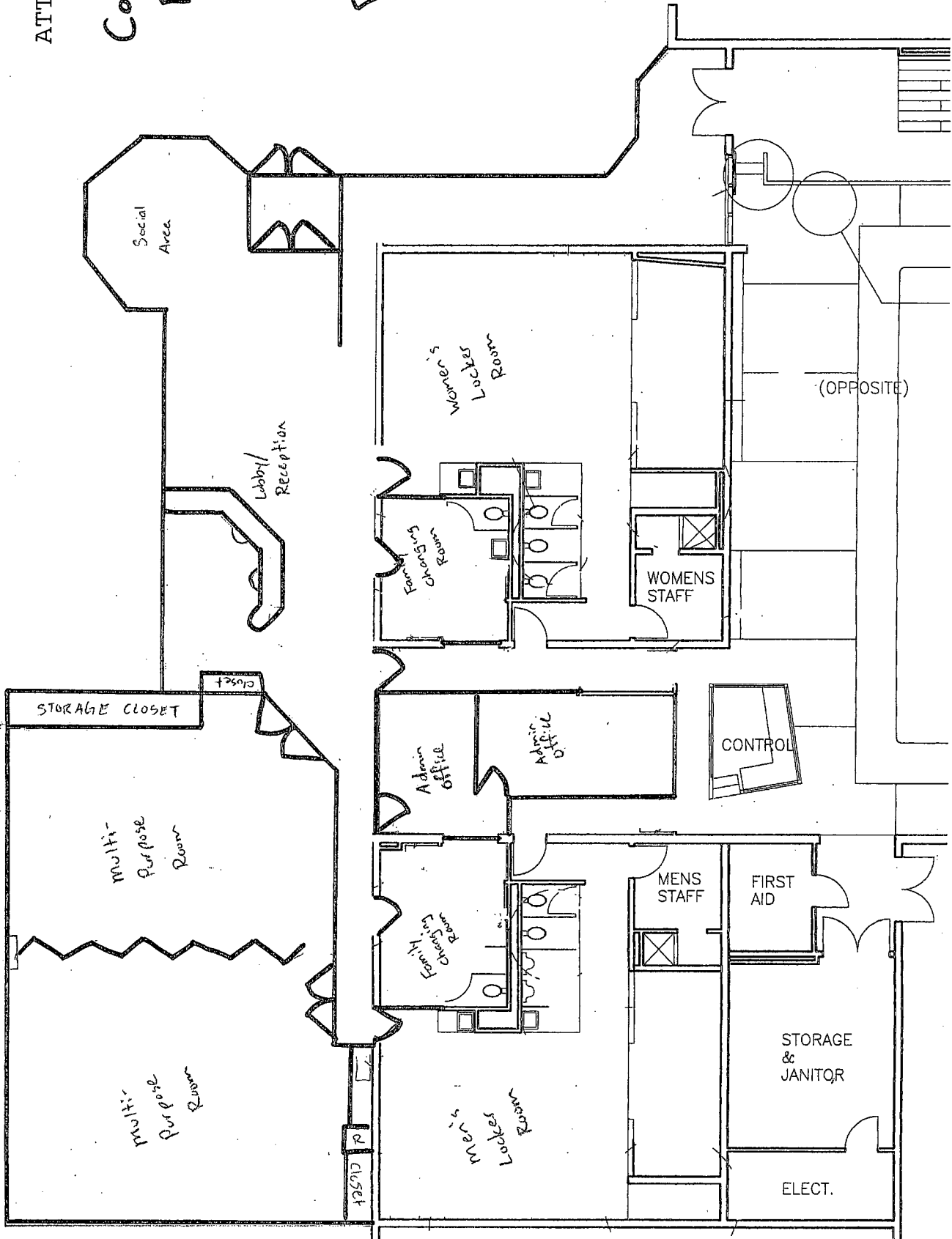
CONCEPTUAL
ENCLOSURE

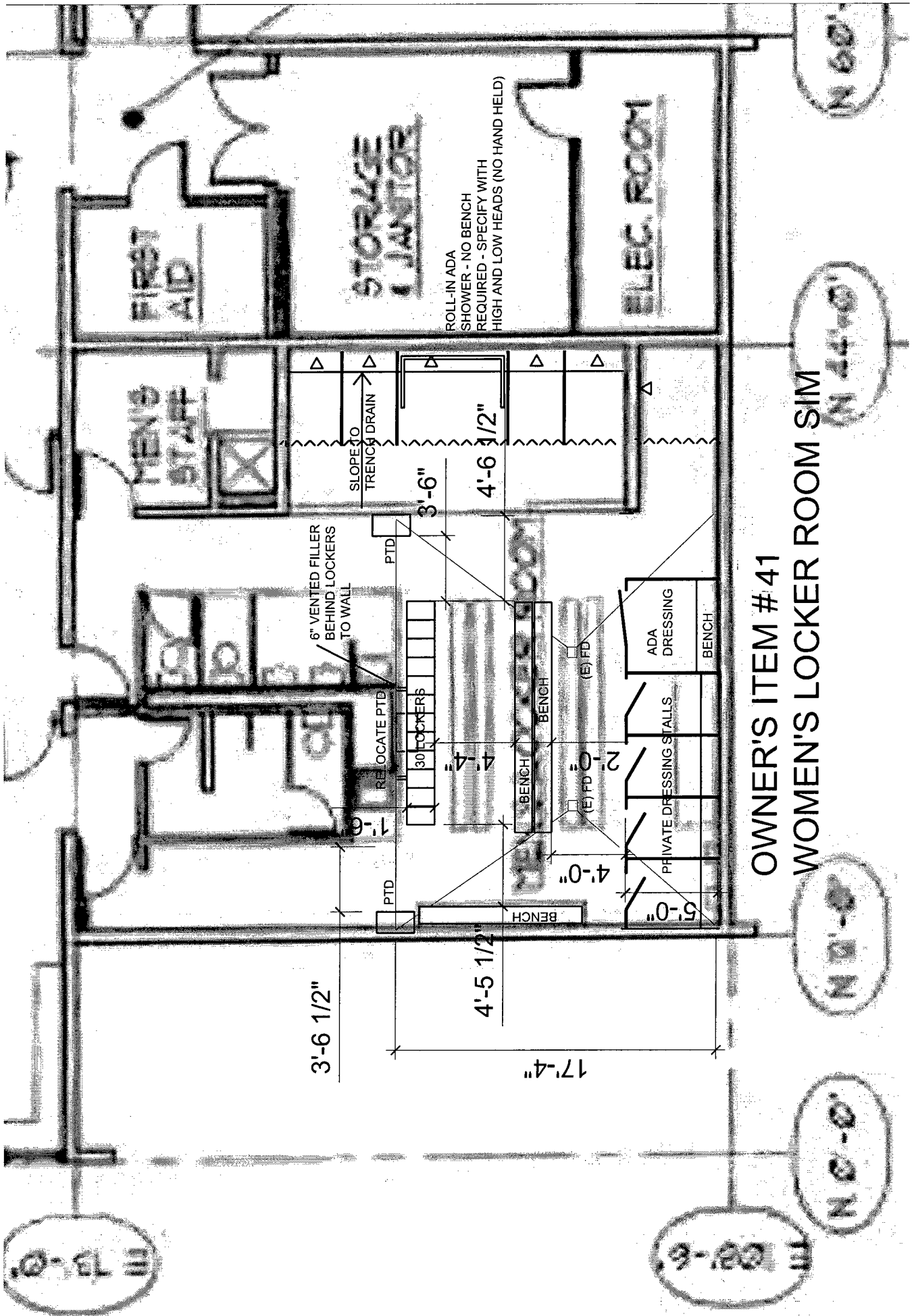
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Conceptual
Pool Add on

DRAFT





INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District (MPD)

TO: **Tukwila Pool MPD Board Members**
FROM: **Rick Still, Parks and Recreation Director**
DATE: **April 4, 2012**
SUBJECT: **Staff Report**

ISSUE

Staff update on several pool 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.

DISCUSSION

Capital Improvement Project Update – ESPC

McKinstry Engineers, our Energy Services Contractor, have reached the 70% work effort for the preliminary Energy Services Plan (ESP). The ESP confirms proposed energy savings capital items with the energy audit; and provides a high level cost estimating for all of the capital needs for the Tukwila Pool. It is planned that a final ESP will be to the Board in May for making a decision to continue with the Energy Services Performance Contracting (ESPC) process and move forward with the project funding.

Operations:

The Chemtrol, computerized chemical feeding system, froze up causing no chlorine to be feed into the pool Sunday. By Monday morning opening at 5:45am there was no more chlorine in the pool. Staff was able to hand feed chlorine into the pool and complete a master reset on the Chemtrol to get it running again. To allow adequate time for the chlorine to get mixed in, the pool remained closed until 7:30am. The Chemtrol is the computer that controls the chlorine pump that was just repaired last week; it is a different component of the same system.

Staff have noticed that since the January ice storm branches on the large cedar tree outside the pool (between the pool lobby and 144th) are continuing to drop on windy days, including a large branch, about 8” diameter. An arborist has been contracted to inspect and report on the condition and longevity of the tree. It is likely that this tree will need to be removed in the near future.

Facility Use Schedule:

There are six lanes in the deep end and typically four quadrants in the shallow end that staff need to consider when programming the pool and it is done on a half hour basis at the pool. The pool is opened 5:45 am to 9:00 pm during the week and 8:00 am to 6:00 pm on the weekends. These hours can vary depending upon the programming and rental needs. Please see the attached Facility Use Schedule – “Typical Weekly View”, to get an overview of what is happening and when it is planned to happen at the pool. This schedule will be posted at the pool and on the website.

Legal Representation at MPD meetings:

At their March 24th special meeting, the CPAC discussed and made a motion to make a recommendation to the MPD Board that cost effectiveness of legal representation at the MPD Board meetings be considered. They understood that legal representation may be needed during the ESPC process but the CPAC wanted this issue to be brought forward for Board consideration in the future.

Meeting of MPDs from around the state:

Staff from the City of Vancouver sent invitations for a meeting of Special Park Districts from around the area and Tukwila hosted this first of a kind event. Agenda items included:

- 1 Recent Success
 - Tukwila’s MPD election; Si View MPD preservation of base funding
 - Aggregate tax limits
 - Pro-rationing order and process,
 - Outside of \$5.90 aggregate limit options
 - Cost Containment Strategies/Opportunities
 - Future Legislative Action
- 2 Municipal Research Services Center (MRSC) presentation – a presentation on what they offer and how their system and website works.
- 3 Roundtable/Environmental Scan – various discussion regarding what staff is dealing with at their MPDs.
- 4 Next Steps – Quarterly meetings were proposed; potential for WRPA Section.

Tukwila volunteered to host the meeting because of the interest in the City regarding the Tukwila MPD; Tukwila is centrally located; and by hosting the meeting it would reduce the time commitment for the meeting by City Staff to 2-hours, and eliminating potential travel time to Vancouver, WA.

Attachment B is a list of attendees from the March 23, 2012 MPD meeting. Attendees were identified after review of the Metropolitan Park Districts list on the MRSC website. It was later determined the list was not all-encompassing because the Tukwila MPD was not included on the list. After discussions with the MRSC Coordinator, Tukwila MPD was added to the MRSC list.

Future MPD Agendas

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

July 9

- City Contracted Services Review
- Budget Direction

ATTACHMENTS

- A. Facility Use Schedule
- B. MPDs in the state – list of attendees

Tukwila Pool
 Facility Use Schedule
Typical Weekly View

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
	Deep	Shallow	Deep	Shallow	Deep	Shallow	Deep	Shallow	Deep	Shallow	Deep	Shallow	Deep	Shallow	
5:45 am - 1 pm	Lap Swim/ Vertical Exercise	Water Walking H2OX Lessons Water Walking	Lap Swim/ Vertical Exercise	Water Walking Lessons B&F H2OX Water Walking	Lap Swim Vertical Exercise	Water Walking H2OX Lessons Water Walking	Lap Swim/ Vertical Exercise	Water Walking Lessons B&F H2OX Water Walking	Lap Swim Vertical Exercise	Water Walking	Lap Swim Vertical Exercise	Water Walking	Rentals (8-11am)	Rentals	Rentals
1 - 3 pm	Rentals / Maintenance		Rentals / Maintenance		Rentals / Maintenance		Rentals / Maintenance		Rentals / Maintenance		Open Swim		Open Swim		
3 - 4:30 pm	Swim Team	Swim Team Lessons/ Water Walking	Swim Team	Swim Team Lessons/ Water Walking	Swim Team	Swim Team Lessons/ Water Walking	Swim Team	Swim Team Lessons/ Water Walking	Swim Team	Swim Team	Swim Team	Swim Team	Rentals (3-6pm)	Rentals	
4 - 6:30 pm	Lessons/ Rentals	Lessons Lessons/ H2OX	Lessons/ Rentals	Lessons Lessons/ H2OX	Lessons/ Rentals	Lessons Lessons/ H2OX	Lessons/ Rentals	Lessons Lessons/ H2OX	Lessons/ Rentals	Lessons/ Rentals	Lessons/ Rentals	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	
6:30-7:30 pm	Lap/ Rentals	Lessons/ Family Swim	Lap/ Rentals	Lessons/ Family Swim	Lap/ Rentals	Lessons/ Family Swim	Lap/ Rentals	Lessons/ Family Swim	Lap/ Rentals	Lap/ Rentals	Lap/ Rentals	Family Swim	Family Swim	Family Swim	
7:30- 9 pm	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	Rentals/ Maint.	

**MPDs in Washington
1st meeting 3-23-12**

	Name	Agency
1	Joantha Guthrie	Island County Public Works
2	Scott Gallacher	Key Peninsula Parks
3	Wai Petersen	Manson Parks & Recreation District
4	Shon Sylvia	Metro Parks – Tacoma
	Steve Knauer	Metro Parks – Tacoma
	Wayne Williams	Metro Parks – Tacoma
	Margaret McCormick	Metro Parks – Tacoma (Retired)
5	TBA Representative	MRSC (Municipal Research and Services Center)
6	Terry Lee	Peninsula Metropolitan Park District
7	Jessi Richardson	Sammanish Parks & Recreation
8	Mark Ziegler	Shelton Parks & Recreation
9	Travis Stombaugh	Si View Parks & Recreation
10	Terri Arnold	South Whidbey Parks & Recreation District
11	Rick Still	Tukwila Parks & Recreation
12	Peter Mayer	Vancouver-Clark Parks & Recreation
	Jean Akers	Vancouver-Clark Parks & Recreation
	Dave Perlick	Vancouver-Clark Parks & Recreation
	Brian Potter	Vancouver-Clark Parks & Recreation
13	Kelly Sills	Clark County Economic Development
14	Kelly Puntaney	City of Vancouver
	Natasha Ramras	City of Vancouver
15	Diann Lock	Washington State Department of Revenue
16	Steve Burke	William Shore Memorial Pool District

**Tukwila Metropolitan Park District
Citizens Pool Advisory Committee**

ITEM No.

5.C.

TO: **Citizens Pool Advisory Committee**
FROM:  **Rick Still, Parks and Recreation Director**
DATE: **March 6, 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

TUKWILA METROPOLITAN PARK DISTRICT
Tukwila Pool Advisory Committee

MINUTES –

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

Attendance

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

Absent: Vida Verdier

Staff: Rick Still, Stephanie Gardner

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

Approval of Minutes: Jeri Frangello-Anderson made a motion to accept the minutes of the February 25, 2012 meeting as written, Vanessa Zaputil seconded the motion; all were in favor and the motion carried.

Business Items

1. **Adopt By-Laws:** Dave Puki made a motion to accept the Citizens Pool Advisory Committee By-Laws as amended, Jeri Frangello-Anderson seconded the motion; all were in favor and the motion carried. Due the confusion of surrounding the current committee name, a name change will be added to the next meeting agenda. It will be suggested that the name be changed from Citizens Pool Advisory Committee to Tukwila Pool Advisory Committee.

Vanessa Zaputil made a motion to change the business items order moving item # 3 (Mission Statement discussion) to #2 (Priority List Discussion) and moving #2 to #3, Jeri Frangello-Anderson seconded the motion; all were in favor and the motion carried.

2. **Discuss Mission Statement:** The Committee discussed the contents of a mission statement and agreed to add the following to the March 24, 2012 meeting for further discussion and vote:

The Mission of the Tukwila Pool Advisory Committee is to advise, guide, and assist the Tukwila Metropolitan Park District on matters relation to the Tukwila Pool.

3. **Priority List Discussion:** The Committee discussed items to be placed on the priority list, the following list was established, (note items are not in order of priority):
 - CIP – ongoing
 - Marketing
 - Tukwila School District Relationship
 - New Programs for public use: community outreach, scholarships, events

TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

- Fiscal responsibility, accountability
 - Existing Programs: improvement, teaching methods
 - Advise support MPD long term agenda
 - Fundraising: scholarships, bricks/tiles
4. Update on Save Tukwila Pool efforts with the Tukwila School District (TSD): Dave Puki reported on pool programs coordinated with the Tukwila School District. Mr. Puki stated that he met with TSD Superintendent Ethelda Burke and that there was consensus that it is extremely important to the TSD and the community that kids learn to swim. The biggest roadblock to implementing programs for TSD students is language barrier related. Ms. Burke gave Mr. Puki a list of special accommodations that students may need. Mr. Puki also met with JD Hill regarding accommodations needed for TSD students. Overall, Mr. Puki said that everyone is interested in seeing the pool succeed.

Committee Reports: There were no committee reports. Stephanie Gardner asked that if there is a sub-committee report or individual committee member report that a brief written report be given to staff for future minutes documentation.

Citizen Comments: None

Staff Reports: None

Other: None

Adjournment: At 9:25 AM Vanessa Zaputil made a motion to adjourn the meeting, David Puki seconded the motion; all were in favor and the motion carried.

Next Meeting: Saturday March 24, 2012 at 8:00 AM, Tukwila Community Center

**Tukwila Metropolitan Park District
Citizens Pool Advisory Committee**

TO: **Citizens Pool Advisory Committee**
FROM:  **Rick Still, Parks and Recreation Director**
DATE: **March 20, 2012**
SUBJECT: **Tukwila Pool Advisory Committee Meeting**

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

AGENDA

March 24, 2012 8:00 AM
Tukwila Community Center – **Senior Card Room**

Call to Order

Approval of Minutes – March 10, 2012

Business Items

1. Committee Name Change
2. Mission Statement
3. Priorities List
4. Cost effectiveness of legal representation at MPD meetings

Committee Reports

Citizen Comments

Staff Reports

Other

Next Meeting: April 7, 2012

Adjournment

**Tukwila Metropolitan Park District
Citizens Pool Advisory Committee**

TO: Citizens Pool Advisory Committee
FROM:  Rick Still, Parks and Recreation Director
DATE: April 4, 2012
SUBJECT: Tukwila Pool Advisory Committee Meeting

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

AGENDA

April 7, 2012 8:00 AM
Tukwila Community Center – **Senior Card Room**

Call to Order

Approval of Minutes – March 24, 2012

Business Items

1. Priorities list – review remaining items
2. Web Site
3. Cost breakdown of staff for Saturday meeting attendance
4. Pool Rental Policy
5. MPD Communication Letters

Committee Reports

Citizen Comments

Staff Report

Other

Next Meeting: April 21, 2012

Adjournment

TUKWILA METROPOLITAN PARK DISTRICT Citizens Pool Advisory Committee

MINUTES

Tukwila Community Center – Senior Card Room
Saturday, March 24, 2012 8:00 AM

Attendance

Commissioners: Jerri Frangello-Anderson, Bryan Nelson, David Puki, Vanessa Zaputil
Board Members: Kathy Hougardy
Staff: Rick Still, Amy Kindell

Call to Order: Brian Nelson called the meeting to order at 8:05 AM.

Approval of Minutes: The minutes from the meeting March 10, 2012 were reviewed by the committee and corrections were made. Vanessa Zaputil motioned that the minutes be approved as amended. Jerri Frangello-Anderson seconded the motion. The motion carried 5-0 with Vida Verder's proxy vote.

Business Items

1. Committee Name Change– David Puki motioned that the name of the committee change from Citizens Pool Advisory Committee (CPAC) to Tukwila Pool Advisory Committee (TPAC) when authorized by the Board of the MPD. Vanessa Zaputil seconded the motion. The motion carried 5-0 with Vita Verdier's proxy vote.

2. Mission Statement – The mission statement was discussed and it was requested that the mission statement read as follows –

The mission of the Tukwila Pool Advisory Committee is to advise, guide, and assist the Tukwila Metropolitan Park District on matters relating to the Tukwila Pool.

David Puki motioned that the mission statement be accepted as corrected. Jerri Frangello-Anderson seconded the motion. The motion carried 5-0 with Vita Verdier's proxy vote.

8:20 AM Board member Kathy Hougardy joined the meeting.

3. Priorities List – The priorities list generated from the March 10, 2012 meeting was discussed and updated. The updated priorities list is as follows:
 - CIP-ongoing
 - Incorporation of Individual showering & dressing stalls into plans
 - ADA – compliance plan
 - Consideration of corrosive nature of swimming pools in materials selection
 - Financing options
 - Ideas for energy efficiency
 - Marketing
 - Merchandise
 - Availability of times for Pool Use

TUKWILA METROPOLITAN PARK DISTRICT Citizens Pool Advisory Committee

- After School Program
 - Schools – Fliers home in backpacks
 - Pre-schools/Daycares in the area
 - Parent Meetings at Tukwila School District
 - Web Site
- School District Relationship
 - Casual meetings with school board members
- New Programs
 - Saturday Morning Swimming Lessons
- Fiscal Responsibility
 - New Fees
 - Communication with patrons
 - Online Registration
 - Comparison of Revenue Models used by pools

9:00 AM David Puki left the meeting.

The committee requested a staff report of the current marketing plans. The committee also requested that April Pools Day Fliers be made available to them at the next meeting for additional distribution throughout the community.

The need for communication with patrons regarding the new fee structure was discussed. It was agreed that a letter from the MPD Board would be posted at the Tukwila Pool outlining the reasoning for the May 1st fee increases to patrons.

4. Cost Effectiveness of legal representation at MPD meetings – The issues surrounding the necessity of legal representation being present at all MPD board meetings was discussed. Vanessa Zaputil motioned to make a recommendation to the Board that cost effectiveness of legal representation at MPD board meetings be considered. Jerri Frangello-Anderson seconded the motion. It carried 3-0.

Citizen Comments: None

Staff Reports: None

Other:

- Agenda Items for 4/7/12 meeting –
 - Priorities list – review remaining items
 - Web Site

Adjournment: Vanessa Zaputil motioned to adjourn the meeting at 9:30 AM, Jerri Frangello-Anderson seconded the motion. The motion carried, 3-0.

Next Meeting: Saturday, April 7, 2012 8:00 AM, Tukwila Community Center

Tukwila Metropolitan Park District 2012 Long-Term Agenda

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)
18th – 25th 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

