

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, August 20, 2012, 8:00 PM
Tukwila City Hall Council Chambers

Resolution #13

1. CALL TO ORDER

2. CITIZEN COMMENTS

**3. CONSENT
AGENDA**

- a. Approval of minutes: 6/18/12
- b. Approval of vouchers.

4. BUSINESS ITEMS

- a. Funding alternatives for capital improvements.
- b. Authorize the Board President to sign the grant acceptance agreement in a form approved by the Commission Attorney to accept the \$416,666 grant from the Department of Commerce 2012 Energy Efficiency Grants for Higher Education and Local Governments.
- c. Adopt the final Energy Service Plan (ESP) and authorize the Board President to sign necessary documents with the Department of Energy Services (DES) to allow McKinstry to implement the capital improvement items, to include the Interagency Agreement amendment, funding approval form for professional services, and the funding approval form for a construction contract between DES and McKinstry.
▶ *Please bring your final ESP that was distributed on 8-10-12.* ◀
- d. Authorize the Board President to sign the grant acceptance agreement with Puget Sound Energy to accept a conservation grant in the amount of \$14,041.
- e. Rental policy review.
- f. 2013 budget direction.

Pg.1
Pg.9

Pg.15

Pg.29

Pg.37
Pg.43

5. REPORTS

- a. Commissioners
- b. Tukwila Pool Advisory Committee:
 - Agenda and minutes
 - Chairperson report
- c. Staff:
 - Capital Improvement Program (CIP) status
 - Operational issues
 - Short-term agenda review
 - Quarterly revenue report
 - Quarterly financial statement

Pg.45

Pg.65

Pg.69

(continued...)

MPD MEETING
Monday, August 20, 2012
Page 2

5. REPORTS *(cont.)*

- d. Miscellaneous:
- Long-term agenda
 - Next meeting is September 17, 2012.

Pg.75

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

TO: Tukwila Pool MPD Board President

FROM: Peggy McCarthy, Finance Director

BY: Craig Zellerhoff, Fiscal Coordinator

DATE: August 13, 2012

SUBJECT: Tukwila Pool Metropolitan Park District Financing Options for Capital Projects

ISSUE

MPD financing options for Pool Capital Improvement Projects.

FINANCIAL IMPACT

None. Summary Information.

BACKGROUND

The Tukwila Pool MPD has determined the need for capital improvements in the amount of \$1.66 million to sustain operations of the pool for the next 20-30 years. To make the capital improvements a reality, the Tukwila Finance Department has obtained and reviewed potential financing options.

DISCUSSION

The Tukwila Pool Metropolitan Park District has secured a total of \$666,666.66 toward the financing of the capital improvement projects to cover a portion of the financing requirements.

Funding Source	Amount
Cash/Operating Loan	\$ 250,000
Federal Grant	416,666
Financing Needed	1,000,000
Total	\$ 1,666,666

The following financing options are available to the Tukwila Pool MPD for the remaining \$1.0 million needed to proceed with the project.

Investment Information	Background Information	Financing Summary
Green Campus Partners - Tax Exempt Lease Purchase (TELP)		
<p>A TELP is an installment purchase contract used to finance equipment and capital projects at a low interest rate. Interest rates depend on the strength of collateral, the borrower's credit worthiness, the duration of financing, and market conditions</p>	<ul style="list-style-type: none"> The transaction would be structured as an LTGO lease purchase between the District and Green Campus Partners. The District and the City will enter into an Interlocal agreement prior to closing, under which the City will guarantee the District's payment obligation. The guarantee will remain in place during the 15 year term of the financing. It is anticipated that the proceeds will be deposited into escrow with a bank during the construction period. The financed amount is net of utility rebates, District capital contribution and State grants and includes a 1% origination fee and estimated costs of issuance. The interest rate is 3.25%, which will float until shortly before closing. The District has the option to prepay the lease purchase on any payment date at a price of 103%. 	<p>Financed Amount: \$1.0M Term: 15 years Payments: Quarterly</p> <p>Financing Cost: \$ 34,783</p> <p>Interest Rate = 3.25%</p> <p><i>See attached worksheet for sample payment schedule (amounts will change based on final construction amount)</i></p> <p>EST ANNUAL PMTS: \$ 85,605 TERM: 15 YEARS</p>
Seattle Northwest Securities - Long-term General Obligation Bond (LTGO)		
<p>Issuing a bond for \$1.35 million using the City bond rating of Aa3 would result in the annual debt payments ranging from \$111,000 to \$115,180 which is dependent on interest rates at time of issuance.</p>	<p>Current interest rates as of 4/25/2012:</p> <p><i>15 years – 2.68% = \$85,000 per year</i></p> <p>Interest rates plus 50 basis points:</p> <p><i>15 years – 3.24% = 89,000 per year</i></p>	<p>Financed Amount: \$1.0M Term: 15 years Payments: Semi Annually</p> <p>Financing Cost: \$ 40,000</p> <p>Interest Rate = 3.24%</p> <p><i>See attached worksheet for sample payment schedule (amounts will change based on final construction amount)</i></p> <p>EST ANNUAL PMTS: \$ 88,637 TERM: 15 YEARS</p>

Local Option Capital Asset Loan program (LOCAL) – Washington State Treasurer		
<p>The LOCAL program provides financing to local governments to reduce borrowing and issuance costs. There are two loan programs for financing; Real Estate and Equipment. The MPD would qualify for both types of financing due to the nature of the construction project. The maximum term of the loan is determined by the Office of Financial Management's Useful Life Table.</p> <p>The LOCAL program approves loans twice a year in late March with first payment due June 1 and mid/late August with first payment due December 1. Loan applications are due January 10th for March funding and June 20th for August funding.</p>	<p>Robert Eaton reviewed the project scope to determine the useful life of each piece of equipment for the project and determined the average useful life is 8.23 years. Interest rates as of 3/29/12 for 7 years and 10 years were 1.54% and 2.17% comparatively.</p> <p>Equipment Cost = \$882,677</p> <p>Real Estate Cost = \$783,989 of which \$117,323 would require financing.</p>	<p>Equipment Financed Amount: \$0.88M Term: 8 years Payments: Semi Annually</p> <p>Financing Cost: \$ 0 <i>Included in interest rate</i></p> <p>Interest Rate = 1.54% – 2.17% <i>Based on 3/29/2012 LOCAL rates</i></p> <p><i>See attached worksheet for sample payment schedule (amounts will change based on final construction amount)</i></p> <p>Real Estate Financed Amount: \$0.12M Term: 10 years Payments: Semi Annually</p> <p>Financing Cost: \$ 0 <i>Included in interest rate</i></p> <p>Interest Rate = 2.63% – 2.75% <i>Based on 3/29/2012 LOCAL rates</i></p> <p><i>See attached worksheet for sample payment schedule (amounts will change based on final construction amount)</i></p> <p>EST ANNUAL PMTS: \$ 134,284 TERM: AVG OF 8.2 YEARS</p>

Based on the information available at this time the Tax Exempt Lease Purchase is the optimal financing method requiring annual debt service payments of \$85,605 annually for total payments of \$1,284,079 over 15 years.

Investment Type	Rate	Annual Pmts	Term	Total Pmts
TELP	3.25%	85,605	15 years	1,284,079
LTGO Bond	3.24%	88,637	15 years	1,329,548
LOCAL Program	2.60%	134,284	8.2 years	1,101,270

RECOMMENDATION

For information only.

ATTACHMENTS

- Green Campus Partners Proposal
- Green Campus Partners Amortization Schedule for \$1.0 million financing
- Seattle Northwest Securities LTGO Bond @ 4/25/2012 rates plus 50 basis points
- Seattle Northwest Securities Amortization Schedule for \$1.0 million financing
- Washington Department of Treasury LOCAL Program Amortization Schedules
- Tukwila Pool Draft ESP with estimated useful life's

Estimated TELP Financing - Green Campus Partners

Finance Amount	\$ 1,013,116	Project Cost	\$ 1,666,666
Interest Rate	3.25%	Cash	\$ (250,000)
Term (years)	15	Grant	\$ (416,666)
Quarterly Payments			\$ 1,000,000
		Rebates	\$ (21,667)
		Loan Costs	\$ 34,783
		Finance Amount	\$ 1,013,116

Payment #	Payment			Outstanding Balance
	Amount	Interest Portion	Principal Portion	
1	\$ 21,401.31	\$ 8,231.57	\$ 13,169.74	\$ 999,946.26
2	21,401.31	8,124.56	13,276.75	986,669.51
3	21,401.31	8,016.69	13,384.62	973,284.89
4	21,401.31	7,907.94	13,493.37	959,791.52
5	21,401.31	7,798.31	13,603.00	946,188.52
6	21,401.31	7,687.78	13,713.53	932,474.99
7	21,401.31	7,576.36	13,824.95	918,650.04
8	21,401.31	7,464.03	13,937.28	904,712.77
9	21,401.31	7,350.79	14,050.52	890,662.25
10	21,401.31	7,236.63	14,164.68	876,497.57
11	21,401.31	7,121.54	14,279.77	862,217.80
12	21,401.31	7,005.52	14,395.79	847,822.01
13	21,401.31	6,888.55	14,512.76	833,309.26
14	21,401.31	6,770.64	14,630.67	818,678.59
15	21,401.31	6,651.76	14,749.55	803,929.04
16	21,401.31	6,531.92	14,869.39	789,059.65
17	21,401.31	6,411.11	14,990.20	774,069.45
18	21,401.31	6,289.31	15,111.99	758,957.46
19	21,401.31	6,166.53	15,234.78	743,722.68
20	21,401.31	6,042.75	15,358.56	728,364.12
21	21,401.31	5,917.96	15,483.35	712,880.77
22	21,401.31	5,792.16	15,609.15	697,271.61
23	21,401.31	5,665.33	15,735.98	681,535.64
24	21,401.31	5,537.48	15,863.83	665,671.80
25	21,401.31	5,408.58	15,992.73	649,679.08
26	21,401.31	5,278.64	16,122.67	633,556.41
27	21,401.31	5,147.65	16,253.66	617,302.75
28	21,401.31	5,015.58	16,385.72	600,917.02
29	21,401.31	4,882.45	16,518.86	584,398.17
30	21,401.31	4,748.24	16,653.07	567,745.09
31	21,401.31	4,612.93	16,788.38	550,956.71
32	21,401.31	4,476.52	16,924.79	534,031.92
33	21,401.31	4,339.01	17,062.30	516,969.63
34	21,401.31	4,200.38	17,200.93	499,768.69
35	21,401.31	4,060.62	17,340.69	482,428.01
36	21,401.31	3,919.73	17,481.58	464,946.42
37	21,401.31	3,777.69	17,623.62	447,322.80

38	21,401.31	3,634.50	17,766.81	429,555.99
39	21,401.31	3,490.14	17,911.17	411,644.83
40	21,401.31	3,344.61	18,056.70	393,588.13
41	21,401.31	3,197.90	18,203.41	375,384.73
42	21,401.31	3,050.00	18,351.31	357,033.42
43	21,401.31	2,900.90	18,500.41	338,533.00
44	21,401.31	2,750.58	18,650.73	319,882.28
45	21,401.31	2,599.04	18,802.27	301,080.01
46	21,401.31	2,446.28	18,955.03	282,124.98
47	21,401.31	2,292.27	19,109.04	263,015.93
48	21,401.31	2,137.00	19,264.30	243,751.63
49	21,401.31	1,980.48	19,420.83	224,330.80
50	21,401.31	1,822.69	19,578.62	204,752.18
51	21,401.31	1,663.61	19,737.70	185,014.48
52	21,401.31	1,503.24	19,898.07	165,116.41
53	21,401.31	1,341.57	20,059.74	145,056.68
54	21,401.31	1,178.59	20,222.72	124,833.95
55	21,401.31	1,014.28	20,387.03	104,446.92
56	21,401.31	848.63	20,552.68	83,894.24
57	21,401.31	681.64	20,719.67	63,174.57
58	21,401.31	513.29	20,888.02	42,286.56
59	21,401.31	343.58	21,057.73	21,228.83
60	21,401.31	172.48	21,228.83	(0.00)
	\$1,284,078.55	\$270,962.55	\$1,013,116.00	

Estimated LTGO Bond - Seattle Northwest Securities

Finance Amount	\$ 1,040,000	Project Cost	\$ 1,666,666
Interest Rate	3.24%	Cash	\$ (250,000)
Term (years)	15	Grant	\$ (416,666)
Quarterly Payments			\$ 1,000,000
		Rebates	\$ -
		Loan Costs	\$ 40,000
		Finance Amount	\$ 1,040,000

Payment #	Payment			Outstanding Balance
	Amount	Interest Portion	Principal Portion	
1	\$ 88,636.52	\$ 33,696.00	\$ 54,940.52	\$ 985,059.48
2	88,636.52	31,915.93	56,720.59	928,338.89
3	88,636.52	30,078.18	58,558.34	869,780.55
4	88,636.52	28,180.89	60,455.63	809,324.93
5	88,636.52	26,222.13	62,414.39	746,910.54
6	88,636.52	24,199.90	64,436.62	682,473.92
7	88,636.52	22,112.16	66,524.36	615,949.56
8	88,636.52	19,956.77	68,679.75	547,269.81
9	88,636.52	17,731.54	70,904.98	476,364.83
10	88,636.52	15,434.22	73,202.30	403,162.53
11	88,636.52	13,062.47	75,574.05	327,588.48
12	88,636.52	10,613.87	78,022.65	249,565.83
13	88,636.52	8,085.93	80,550.58	169,015.25
14	88,636.52	5,476.09	83,160.42	85,854.82
15	88,636.52	2,781.70	85,854.82	0.00
	\$1,329,547.77	\$289,547.77	\$1,040,000.00	

Estimated LOCAL Program Financing

Finance Amount	\$ 1,000,000	Payments	
Interest Rate	2.60%	Year 1-8	134,284
Term (years)	10	Year 9-10	13,499
Semi-Annual Payments			

Payment #	Payment			Outstanding Balance
	Amount	Interest Portion	Principal Portion	
1	\$ 67,141.97	\$ 11,190.24	\$ 55,951.73	\$ 944,048.27
2	67,141.97	10,568.26	56,573.70	887,474.57
3	67,141.97	9,939.34	57,202.63	830,271.94
4	67,141.97	9,303.38	57,838.59	772,433.35
5	67,141.97	8,660.32	58,481.65	713,951.70
6	67,141.97	8,010.06	59,131.91	654,819.79
7	67,141.97	7,352.53	59,789.44	595,030.35
8	67,141.97	6,687.64	60,454.32	534,576.02
9	67,141.97	6,015.33	61,126.64	473,449.38
10	67,141.97	5,335.49	61,806.48	411,642.90
11	67,141.97	4,648.04	62,493.93	349,148.97
12	67,141.97	3,952.91	63,189.06	285,959.91
13	67,141.97	3,250.00	63,891.97	222,067.94
14	67,141.97	2,539.22	64,602.75	157,465.19
15	67,141.97	1,820.49	65,321.48	92,143.71
16	67,141.97	1,093.72	66,048.25	26,095.46
17	6,749.66	358.81	6,390.84	19,704.62
18	6,749.66	270.94	6,478.72	13,225.91
19	6,749.66	181.86	6,567.80	6,658.11
20	6,749.66	91.55	6,658.11	(0.00)
	\$ 1,101,270.11	\$ 101,270.11	\$ 1,000,000.00	

BASED ON LOCAL PROGRAM USEFUL LIFE LIST



Table 4.2 - Facility Improvement Measure (FIM) Summary - Preliminary

Project Tukwila Pool

Draft ESP Cost Estimate

Date: 06/13/2012

Useful Life	Item #	Project	McKinstry Budget	Annual Utility Savings	Potential Incentives ***
10	1	Pool Liner, Water Edge Tile, and Main Drains	\$ 283,203	\$ -	\$ -
5 10 5	2	Pool Circulation Pump VFD Pool Water Plumbing / Valve Replacement Pool Heating Water Pump Replacement	\$ 119,546	\$ 2,586	\$ 8,551
5	3	ADA Pool Chair Lifts	\$ 22,635	\$ -	\$ -
5	4	Chemtrol Replacement	\$ 22,624	\$ -	\$ -
10 10 5	5	Nat. HVAC Digital Controls / Dampers Lobby HVAC Digital Controls / Dampers Nat. Fan & Motor Replacement	\$ 366,972	\$ 12,047	\$ -
5 5	6	Building Heating Pump & Motor Replacement, Lobby Exhaust and Supply Motors Replacement	\$ 4,507	\$ 302	\$ 780
10 10	7	Boiler Burner and Controls Replacement Condensing Domestic Water Heater	\$ 161,768	\$ 259	\$ -
5	8	Lighting Conversion	\$ 107,049	\$ 4,298	\$ 10,777
?	9	Remove Natatorium Ceiling Tiles	\$ 51,186	\$ -	\$ -
5	10	Locker Room Tile (Showers & Walls)	\$ 20,364		\$ -
5	11	HVAC Lobby Supply Motor Replacement	\$ 1,101	\$ 302	\$ 780
5	12	HVAC Lobby Exhaust Motor Replacement	\$ 1,101	\$ 302	\$ 780
5	13 20	Locker Room Plumbing (Showers & Fixtures - (could be modified to \$52,000 no china)	\$ 36,098	\$ 1,822	\$ -
5	14	Pool Cover / Blanket	\$ 37,383	\$ 8,570	\$ -
10	15	Sewer Deduct Meter	\$ 7,554	\$ 1,163	
3	16	Bulkhead Renovation	\$ 4,500		
5	17	DE Filter System - Vacuum DE Remodel	\$ 15,000		
15	18	Gutter/Deck Tile	\$ 64,172		
15	19	ADA Improvements (Parking Lot)	\$ 90,000		
5	20	Locker Room China	\$ 47,152		
30	21	New Roof	\$ 85,449		
5	22	Privacy changing areas (modified - 1 dressing room)	\$ 7,187		
8	23	Locker Room Floor Resurfacing	\$ 85,000		
8	24	New Lockers MODIFIED #24 for Grant	\$ 25,115		

GRANT Scope of Work for Project Subtotal

\$ 1,666,666 \$ 31,651 \$ 21,668

7.37 yrs average

Average Useful Life

7.27 years

10.1 years

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director *RS*
Robert Eaton, Project Coordinator *RE*

DATE: August 15, 2012

SUBJECT: Grant Acceptance – Department of Commerce

ISSUE

Acceptance of Department of Commerce 2012 Energy Efficiency Grants for Higher Education and Local Governments awarded grant.

FINANCIAL IMPACT

This grant is a commitment of funds for approximately \$1,250,000 for grant matching ratio of 3:1. At the 3:1 ratio the grant funding amount requested was \$416,666.

BACKGROUND

At the June MPD Board meeting staff requested authorization from the Board to complete the grant application for the Department of Commerce 2012 Energy Efficiency Grants for Higher Education and Local Governments because there is approximately \$1,250,000 commitment of matching funds at a 3:1 ratio. The requested amount in the grant application was \$416,666. This memo is intended to inform the Board that the MPD has been awarded the grant in the amount of \$416,666 from the Department of Commerce 2012 Energy Efficiency Grants for Higher Education and Local Governments.

DISCUSSION

An agreement needs to be signed with the Department of Commerce (DOC) for acceptance of the grant funds. A letter of award from the (DOC) is attached (Attachment 1) stating that our project has been awarded the grant and that a contract is expected soon and will need to be signed by the Board President to receive the funds.

Matching funds are required for this grant in the amount of approximately \$1,250,000. The Capital Projects List that was included in the grant application is Attachment 2; this is the final list of items that will be completed through this project. If additional funding becomes available then items may be added to the project list scope with no penalty. The grant funding is reimbursable in nature so an A-19 voucher form will need to be submitted to the DOC by the MPD to receive the reimbursable funds.

RECOMMENDATION

Authorize the Board President to sign the grant acceptance agreement in a form approved by the Board Attorney, to accept the \$416,666 grant from The Department of Commerce 2012 Energy Efficiency Grants for Higher Education and Local Governments.

ATTACHMENTS

1. Letter of Award from Department of Commerce (dated 8-14-12)
2. Grant Application version of the Capital Projects List



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

www.commerce.wa.gov

August 14, 2012

Robert Eaton
Tukwila Metropolitan Park District
4414 South 144th Street
Tukwila, WA 98168

Dear Mr. Eaton:

We are pleased the Tukwila Metropolitan Park District will be participating in the Washington State Department of Commerce's 2012 Energy Efficiency Grant program. Your grant amount will be \$416,666. This is the full grant amount you requested in your application.

We have received a letter from the Department of Archaeology and Historic Preservation indicating that your project will have no effect upon cultural resources. The Governor's Executive Order 05-05 was one of the first requirements that needed to be completed before Commerce can begin your contract. Additionally, we need to have copies of all signed contracts with your Department of Enterprise Service's ESCO, ESCO, or energy consultant.

There are two circumstances under which the Tukwila Metropolitan Park District may not receive the full grant amount. First, if there is a change in the scope of work. And second, if the project completion date is beyond June 30, 2013. Commerce is required to ask for all unspent funds to be reappropriated by the Legislature. We cannot guarantee that the Legislature will agree to extend funding, nor can we legally obligate funds from one biennium to another.

We are working on getting your contract finalized with our attorney general and hope to have it to you soon.

Please let me know if you need any other information for your board
(patricia.gibbon@commerce.wa.gov, 360.725.3023).

Sincerely,

Pat Gibbon, Program Manager



Table 4.2 - Facility Improvement Measure (FIM) Summary - Preliminary

Project Tukwila Pool

Draft ESP Cost Estimate

Date: 06/13/2012

Item #	Project	McKinstry Budget	Annual Utility Savings	Potential Incentives ***
1	Pool Liner, Water Edge Tile, and Main Drains	\$ 283,203	\$ -	\$ -
2	Pool Circulation Pump VFD Pool Water Plumbing / Valve Replacement Pool Heating Water Pump Replacement	\$ 119,546	\$ 2,586	\$ 8,551
3	ADA Pool Chair Lifts	\$ 22,635	\$ -	\$ -
4	Chemtrol Replacement	\$ 22,624	\$ -	\$ -
5	Nat. HVAC Digital Controls / Dampers Lobby HVAC Digital Controls / Dampers Nat. Fan & Motor Replacement	\$ 366,972	\$ 12,047	\$ -
6	Building Heating Pump & Motor Replacement, Lobby- Exhaust and Supply Motors Replacement	\$ 4,507	\$ 302	\$ 780
7	Boiler Burner and Controls Replacement Condensing Domestic Water Heater	\$ 161,768	\$ 259	\$ -
8	Lighting Conversion	\$ 107,049	\$ 4,298	\$ 10,777
9	Remove Natatorium Ceiling Tiles	\$ 51,186	\$ -	\$ -
10	Locker Room Tile (Showers & Walls)	\$ 20,364		\$ -
11	HVAC Lobby Supply Motor Replacement	\$ 1,101	\$ 302	\$ 780
12	HVAC Lobby Exhaust Motor Replacement	\$ 1,101	\$ 302	\$ 780
13 20	Locker Room Plumbing (Showers & Fixtures) - (could be modified to \$52,000 no china)	\$ 36,098	\$ 1,822	\$ -
14	Pool Cover / Blanket	\$ 37,383	\$ 8,570	\$ -
15	Sewer Deduct Meter	\$ 7,554	\$ 1,163	
16	Bulkhead Renovation	\$ 4,500		
17	DE Filter System - Vacuum DE Remodel	\$ 15,000		
18	Gutter/Deck Tile	\$ 64,172		
19	ADA Improvements (Parking Lot)	\$ 90,000		
20	Locker Room China	\$ 47,152		
21	New Roof	\$ 85,449		
22	Privacy changing areas (modified - 1 dressing room)	\$ 7,187		
23	Locker Room Floor Resurfacing	\$ 85,000		
24	New Lockers MODIFIED #24 for Grant	\$ 25,115		
GRANT Scope of Work for Project Subtotal		\$ 1,666,666	\$ 31,651	\$ 21,668

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director *RS*
Robert Eaton, Project Coordinator *RE*

DATE: August 15, 2012

SUBJECT: Adopt ESP and Sign Construction Documents

ISSUE

Adopt the Energy Services Proposal (ESP) and authorize the Board President to sign the necessary documents with the Department of Enterprise Services (DES) to implement the ESP through capital projects construction services.

FINANCIAL IMPACT

This is a commitment of funds for approximately \$1,666,666. McKinstry has set a guaranteed maximum price for 19 of the items on the CIP list totaling \$1,386,717. The additional expense of \$279,949 (to make the project total of \$1,666,666) are five items that McKinstry would not guarantee since the number on the CIP list does not reflect their researched guaranteed max price for those five items. If any of those five items (or allotments) end up sending the project over the \$1,666,666 then the MPD would be financially responsible for them. The reduced cost allocated for these five items was determined by staff through reduced scope or actual quotes from specific contractors for those items.

BACKGROUND

At the May Board meeting, it was agreed to adjust the project timeline and Energy Savings Performance Contracting process as necessary to accommodate the Department of Commerce (DOC) grant application timeline. In efforts to be more shovel ready, a design only contract was executed to facilitate keeping the project moving forward and aid as a tool in the grant application. Since then, as discussed earlier this evening, a letter was received from DOC stating that the grant has been awarded and contract papers are forthcoming. Attachment 1 is the ESP for the Tukwila Pool that was distributed a week early for Board review.

DISCUSSION

The next two steps in the Energy Saving Performance Contracting (ESPC) project process are 1) to adopt the ESP and 2) authorize the Board President to sign the necessary documents with the Department of Enterprise Services (DES) to allow McKinstry to implement the capital improvement items. This will transition the project from the current status of "Design Only" to actual construction. The forms requiring the Board President's signature are standard to the ESPC process and are the same as what the City of Tukwila just did for the Lighting Retrofit project last year. Examples of the forms from the City of Tukwila Lighting Project are attached. The actual forms are forthcoming from DES. The forms are as follows:

- 1) Amendment to the Interagency Agreement (IAA) – this will update the IAA to reflect new information from the ESP since the IAA was originally executed prior to the ESP's completion (Attachment 2).
- 2) Funding Approval Form (Attachment 3) – this will authorize an amendment between the state DES and McKinstry for professional services.
- 3) Funding Approval Form (Attachment 4) – this will authorize a construction contract between the State DES and McKinstry to implement the ESP.

Authorizing the Board President to sign the above mentioned documents the MPD Board is approving McKinstry to move forward with construction and implementation of the ESP and is a commitment to fund the entire construction project at \$1,666,666. The construction and closure timeline specifics are still being nailed down but will begin early November 2012 with plans to re-open February 1, 2013 tentatively.

RECOMMENDATION

- 1) Move to adopt the Energy Services Proposal for the Tukwila Pool.
- 2) Authorize the Board President to sign the Interagency Agreement Amendment, Funding Approval Form for Professional Services, and the Funding Approval Form for a Construction Contract between the State DES and McKinstry.

ATTACHMENTS

1. Energy Services Proposal (ESP) – (distributed last week)
2. Amendment to the Interagency Agreement – (example copy)
3. DES Funding Approval Form for Professional Services – (example copy)
4. DES Funding Approval Form for a Construction Contract – (example copy)



State of Washington
Department of General Administration
Facilities Division
Engineering & Architectural Services

210 11th Avenue, SW • PO Box 41012 • Olympia, WA 98504-1012
(360) 902.7272 • FAX (360) 753.2848

March 10, 2011

Ameresco Quantum, Inc.
222 Williams Avenue South, Suite 100
Renton, WA 98057

RE: ESCO Contract No. 2011-188 G (1-1)
Lighting Upgrade
City of Tukwila

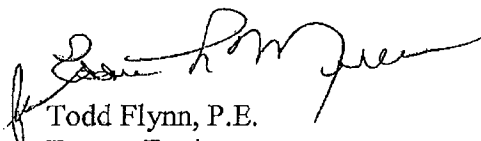
We have enclosed the following documents:

1. Energy Service Company Contract with payment and performance bond.
2. Certificate of Insurance form and memo for your insurance agent.
3. Retainage investment form.

Please be advised that the General Conditions for Washington State Facility Construction require that the above listed documents be returned to Engineering & Architectural Services (E&AS) within 15 days of receipt, or E&AS may terminate the award of this ESCO contract. Transmittal of this ESCO contract for signature and request for bond and insurance does not obligate E&AS to proceed with award. This ESCO contract is not binding upon the State of Washington until it has been duly signed by E&AS' contracting officer.

Should you have any questions about this contract package, please call Eddie Miller, Contracts Specialist, at (360) 902-7219.

Sincerely,



Todd Flynn, P.E.
Energy Engineer

TF:em

Enclosures

cc: Brandon J. Miles, City of Tukwila



ESCO Contract No. 2011-188 G (1-1)
Project Lighting Upgrade
Agency City of Tukwila
Date March 10, 2011

STATE OF WASHINGTON
ENERGY SERVICE COMPANY (ESCO) CONSTRUCTION CONTRACT
For the FACILITIES DIVISION, ENGINEERING & ARCHITECTURAL SERVICES

This Energy Service Company (ESCO) Construction Contract, made and entered into this 10th day of March, 2011, shall be the agreed basis of performing the following work by and between the State of Washington, City of Tukwila acting through the Department of General Administration, Facilities Division, Engineering & Architectural Services, hereinafter referred to as the Owner, and

Ameresco Quantum, Inc.
222 Williams Avenue South, Suite 100
Renton, WA 98057
Telephone (206) 522-4270
Fax (425) 687-3173

hereinafter referred to as the ESCO or Contractor.

WITNESSETH: Whereas the parties hereto have mutually covenanted and by these presents do covenant and agree with each other as follows:

FIRST: The said ESCO agrees to furnish all permits, material, labor, tools, equipment, apparatus, facilities, etc., necessary to perform and complete in a workmanship like manner the work called for in the attached Scope of Work, Energy Services Proposal dated February 9, 2011, for:

Energy Services Authorization No. 2011-188 A (1)
Master Energy Services Agreement No. 2009-151 F (6)

Audits and Proposals for this project were prepared by the ESCO according to the terms of the Contract Documents which include, but are not limited to, the Master Energy Services Agreement, Energy Services Authorization(s), the accepted Proposal, *Conditions of the Master Energy Services Agreement, Instructions to Bidders/General Conditions/Supplemental Conditions For State Facility Construction, EPC Modifications to Instructions to Bidders/General Conditions/Supplemental Conditions For State Facility Construction, Addenda, Specifications, Drawings, Bond, and this Construction Contract.*

SECOND: Time of Completion: The work to be performed under this contract shall commence as soon as the ESCO has been officially notified to proceed and shall be substantially complete within 120 consecutive calendar days after the date of Notice to Proceed.

THIRD: In consideration of the Performance of the Work, herein contained on the part of the ESCO, the Owner hereby agrees to pay the ESCO for said work completed according to the Contract Documents, for not more than the sum of \$107,342.00, plus 9.5% state sales tax consisting of the following:

ESCO Contract Cost \$ 107,342.00

The ESCO shall bond this contract at 100% of the construction contract cost, plus Washington State sales tax, per Section 13 of the Conditions of the Energy Services Agreement. The construction value is a guaranteed maximum not-to-exceed cost and final payment to the ESCO shall be reconciled to reflect the actual installed cost provided it does not exceed the guaranteed maximum cost.

FOURTH: ESCO payments to subcontractors and materialmen shall not be contingent upon the ESCO receiving payment from the Owner. Unless otherwise agreed upon, payment to the ESCO shall be made only after completion of the energy efficiency measure(s) and the ESCO has issued a Notice of Commencement of Energy Savings and the Owner has accepted such Notice.

IN WITNESS WHEREOF: The said Department of General Administration, Facilities Division, Engineering & Architectural Services, has caused this ESCO Construction Contract to be subscribed in its behalf, and the said ESCO has signed this ESCO Construction Contract the day and year first above written.

ESCO:
Ameresco Quantum, Inc.

Owner:
Facilities Division
Engineering & Architectural Services

By _____
Name _____
Title _____
Date _____

By _____
Name Roger Wigfield, P.E.
Title Energy Program Manager
Date _____

Washington State Contractor's License No. QUANTED016DW

Federal Tax ID No. 91-1956734

UBI Number 601 938 324

MWBE Certification No. _____

E-mail address: moconnor@quantum-engr.com

March 10, 2011

SCOPE OF WORK

ESCO Contract No. 2011-188 G (1-1)

Lighting Upgrade
City of Tukwila

Furnish and install the energy conservation measures, including any and all necessary ancillary equipment, as described in the City of Tukwila Energy Services Proposal dated February 9, 2011.



State of Washington

Department of General Administration

Facilities Division

Engineering & Architectural Services

210 11th Avenue, SW • PO Box 41012 • Olympia, WA 98504-1012

March 10, 2011

(360) 902.7272 • FAX (360) 753.2848

RETAINAGE INVESTMENT

ESCO Contractor	Ameresco Quantum, Inc.
ESCO Contract No.	2011-188 G (1-1)
Description	Lighting Upgrade
Client Agency	City of Tukwila

Pursuant to R.C.W. 60.28, you are required to exercise your option, IN WRITING, on whether or not monies reserved from the amounts due you on the above contract shall be placed in escrow. You are therefore directed to complete and return this form with the signed copy of the above contract to the Facilities Division, Engineering & Architectural Services.

Should you desire to have the retained monies invested, it will then be necessary that you enter into an escrow agreement with a bank, trust or savings and loan company, and the above Client Agency.

This form will be transmitted to the Client Agency for further action in preparing the escrow agreement.

ENERGY SERVICES CONTRACTOR'S OPTION

_____ I do not request retainage on the above contract to be invested.

_____ I hereby request retainage on the above contract be invested.

_____/Date_____
Signature

Title





State of Washington
Department of General Administration
Facilities Division

Engineering & Architectural Services
210 11th Avenue, SW • PO Box 41012 • Olympia, WA 98504-1012
(360) 902.7272 • FAX (360) 753.2848

March 10, 2011

TO: Brandon J. Miles, City of Tukwila
FROM: Eddie Miller, Contracts Specialist, (360) 902-7219
RE: Authorization No. 2011-188 A (1)
Lighting Upgrade

Ameresco Quantum, Inc.

SUBJECT: Funding Approval

The Department of General Administration, E&AS, requires funding approval for the above referenced contract document(s). The amount required is as follows:

Design and Implementation of Energy Conservation Measures	\$ 27,470.00
WSST Tax (9.5%)	\$ <u>2,609.65</u>
Total	\$ 30,079.65

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the Facilities Division, Engineering & Architectural Services that the above identified funds are appropriated, allotted, and that the using/client agency bears the liability for any issues related to the funding for this project.

By _____
Name Title Date

Please sign and return this form to E&AS. If you have any questions, please call me.






State of Washington
Department of General Administration
Facilities Division
Engineering & Architectural Services

210 11th Avenue, SW • PO Box 41012 • Olympia, WA 98504-1012

March 10, 2011 (360) 902.7272 • FAX (360) 753.2848

TO: Brandon J. Miles, City of Tukwila
FROM:  Eddie Miller, Contracts Specialist, (360) 902-7219
RE: Contract No. 2011-188 G (1-1)
Lighting Upgrade
Ameresco Quantum, Inc.
SUBJECT: Funding Approval

The Department of General Administration, E&AS, requires funding approval for the above referenced contract document. The amount required is as follows:

ESCO Contract Amount	\$	107,342.00
Sales Tax (9.5%)	\$	10,197.49
Contingency Amount (with Tax)	\$	<u>5,784.86</u>
Total	\$	123,324.35

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the Facilities Division, Engineering & Architectural Services that the above identified funds are appropriated, allotted, and that the using/client agency bears the liability for any issues related to the funding for this project.

By _____
Name Title Date

Please sign and return this form to E&AS. If you have any questions, please call me.



INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director *RS*
Robert Eaton, Project Coordinator *RE*

DATE: August 15, 2012

SUBJECT: Grant Acceptance – PSE Conservation Grant

ISSUE

Acceptance of Puget Sound Energy (PSE) Conservation Grant.

FINANCIAL IMPACT

This grant is for \$14,041.00 and requires the purchase of the quoted pool cover for approximately \$20,059.00.

BACKGROUND

As part of the energy savings efforts of the Tukwila Pool Capital Project one of the items that was being pursued was to purchase and install a pool cover. Puget Sound Energy (PSE) has a grant program in place to aid in covering the cost of first time pool cover installations. McKinstry, the ESCO, submitted for this reimbursement grant and PSE has agreed to fund \$14,041.00 in the form of a grant to help cover the \$ 20,059.00 quoted for a new manual pool cover system.

DISCUSSION

To receive the funds the Board President needs to sign the grant acceptance agreement (Attachment 1).

RECOMMENDATION

Authorize the Board President to sign the grant acceptance agreement with Puget Sound Energy to accept the \$14,041.00 Conservation Grant.

ATTACHMENTS

1. PSE Conservation Grant Acceptance Agreement

CONSERVATION GRANT

Agreement No. C-11599
Project No. 087-6305
Conservation Schedule G205

This AGREEMENT is made this _____ day of _____, 20_____, by and between **PUGET SOUND ENERGY** and **Tukwila Metropolitan Park District** ("Participant").

RECITALS

- A. Under Puget Sound Energy's Electric Schedule 83 and Gas Schedule 183, as currently in effect and on file with the Washington Utilities and Transportation Commission, Puget Sound Energy offers grants for electricity and natural gas conservation measures installed or implemented at facilities that receive electric or natural gas service from Puget Sound Energy.
- B. Participant intends to install or implement conservation measures and is requesting a grant from Puget Sound Energy under its filed Electric Schedule 83 and/or Gas Schedule 183 tariffs.

AGREEMENTS

Puget Sound Energy and Participant agree as follows:

1. **Premises.** Participant will install or implement the conservation measures listed in paragraph 2 ("Conservation Measures") at the facilities located at **4414 S 144TH ST TUKWILA, WA 98168 – TUKWILA POOL** (the "Premises"). Participant represents either (a) that it is the owner or contract purchaser or otherwise has the lawful authority to make the statements herein on behalf of the owner or contract purchaser of the Premises, or (b) that it is the lawful tenant of the Premises and that it has obtained written authorization from the owner or contract purchaser of the Premises.
2. **Conservation Measures.** Participant represents that it will purchase equipment or materials or has entered into an agreement or will enter into an agreement with a contractor or contractors (the "Contractor") for the purchase and installation or implementation at the Premises of the Conservation Measures, which may be detailed in *Attachment D: Attachment to Conservation Grant*, at the indicated costs, summarized below.

	Conservation Measures	Measure Life	Total Cost of Conservation Measures	Eligible Conservation Grant
1	Other Process - gas	5	\$20,059.00	\$14,041.00
	TOTAL (includes sales tax)		\$20,059.00	\$14,041.00

Participant represents that the total cost of the Conservation Measures, if identified above, is the full amount of its obligation, after adjustment for any discounts, credits or non-PSE incentives offered.

3. **Grant.** Subject to Puget Sound Energy acceptance, Puget Sound Energy will grant the Participant, after installation of the Conservation Measures, an amount equal to the Eligible Electric Schedule 83 and Gas Schedule 183 Conservation Grant (the "Grant") as identified above, provided, however, that such Conservation Measures must be installed, and Grant paid within 24 months or less of the signing of this Conservation Grant Agreement. If for any reason the cost of the Conservation Measures is actually less than shown above, Puget Sound Energy may decrease prorata the amount of the Grant. Participant shall be responsible for paying any amount in excess of the amount of the Grant.

CONSERVATION GRANT

4. **Separate Contract.** The purchase and installation of the Conservation Measures shall be pursuant to a separate contract between Participant and Contractor. Puget Sound Energy is not, and shall not be deemed to be, a party to any purchase or installation contract. All obligations to any Contractor pursuant to any such contract shall be Participant's responsibility. Participant expressly acknowledges that Puget Sound Energy's involvement with respect to the Conservation Measures, including but not limited to any energy analysis or inspection by Puget Sound Energy of the Premises or the Conservation Measures, is solely undertaken in connection with furnishing the Grant.
5. The types of materials, methods of installation, quality and timing thereof, and any warranties with respect to the Conservation Measures or their installation at the Premises, are matters to be agreed upon solely between Participant and any Contractor. **PUGET SOUND ENERGY HAS NOT MADE AND DOES NOT MAKE (AND PARTICIPANT ACKNOWLEDGES THAT PUGET SOUND ENERGY DOES NOT MAKE) ANY IMPLIED OR EXPRESS WARRANTY (INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS) REPRESENTATION, OR PROMISE WITH RESPECT TO EITHER (A) THE CONSERVATION MEASURES, (B) ANY MATERIALS AND LABOR REQUIRED FOR OR USED IN THE INSTALLATION OF THE CONSERVATION MEASURES, OR (C) THE INSTALLATION OF THE CONSERVATION MEASURES.**
6. **Release.** Participant releases Puget Sound Energy from any and all claims, losses, harm, costs, liabilities, damages and expenses directly or indirectly resulting from or in connection with (a) the Conservation Measures, (b) any materials and labor required for or used in the installation of the Conservation Measures, (c) the installation of the Conservation Measures, or (d) the identification, handling and disposal of any associated hazardous waste materials.
7. **Disclaimer.** Puget Sound Energy conducts energy analyses at the request of its customers to determine the extent to which conservation measures are cost-effective. Any estimate of energy savings made by Puget Sound Energy in connection with any such analyses is solely for the purpose of determining the cost-effectiveness of the particular conservation measures and not to be used for any other purpose. Puget Sound Energy has not and does not make any promise, warranty or representation with respect to any savings in energy consumption from Conservation Measures.
8. **Termination.** In the event a Participant's contribution to Puget Sound Energy's (PSE) recovery of energy efficiency program costs is affected by all or a portion of Participant's electric and/or gas delivery service being provided by a party other than PSE, then Participant shall refund to PSE an amount equal to the ratio of the unused Measure Life of the measure(s) to the total Measure Life of such Conservation Measure(s) multiplied by the dollar amount of the Grant with respect to such Conservation Measure(s).
9. **Incorporation of tariffs by reference.** This Agreement and the *Attachment To Conservation Grant* are subject to the terms of the filed Electric Schedules 83 and Gas Schedules 183 tariffs, which are incorporated herein by this reference. Further, specific terms and conditions from one or more Conservation Schedules (including but not limited to: Electric Schedules 217 (Multi-Family Existing Structure); 218 (Multi-Family New Construction); 250 (Commercial and Industrial Retrofit Program); 251 (Commercial and Industrial New Construction Efficiency); or 258 (Large Power User Self Directed Program) and Gas Schedules 205 (Commercial/Industrial Retrofit Program); 217 (Multi-Family Existing Structures); 218 (Multi-Family New Construction); or 251 (Commercial/Industrial New Construction Efficiency) may also apply. Puget Sound Energy will determine, at its sole discretion, which Conservation Schedule or Schedules apply. This determination will be based on, but not limited to metering type, construction type, building size, Puget Sound Energy experience and other industry standards. The applicable Schedule or Schedules number or numbers appear in the title of this Agreement above. A complete list of conservation Schedules is available at:



CONSERVATION GRANT

[http://pse.com/aboutpse/Rates/Pages/Electric-Rate-Schedules.aspx?Schedule_x0020_Type=Conservation.](http://pse.com/aboutpse/Rates/Pages/Electric-Rate-Schedules.aspx?Schedule_x0020_Type=Conservation)

10. **Entire Agreement.** This Agreement sets forth the entire agreement between the parties and supersedes any and all prior agreements with respect to the Conservation Measures. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in writing and signed by both parties.

PUGET SOUND ENERGY

PARTICIPANT

By: _____

By: _____

Name: David Landers

Print Name: _____

Title: Mgr., Business Energy Management

Title: _____

Federal Tax I.D. No.: _____

ATTACHMENT TO CONSERVATION GRANT

Agreement No. C – 11599

Project No. 087-6305

Conservation Measure(s) shall consist of the following:

The City of Tukwila will install a pool cover per the 5/7/12 quote from Aquatic Specialties Services.

The above specifications are solely for the purpose of defining energy-related components of Conservation Measure(s) for which the Grant is offered. Puget Sound Energy is not responsible for ensuring the health, safety, comfort, or well-being of workers or facility occupants or the suitability of equipment selected for the intended application. It is the responsibility of the grant Participant and the Participant's hired designers, contractors, consultants to ensure compliance of the Conservation Measure(s) with Participant's needs and all applicable codes and standards.

The following shall be submitted by Participant prior to Grant payment:

- Completed Request for Taxpayer Identification Number ("Form W-9") or Assignment of Funds Form (assigns grant Payment to Contractor).
- Copies of invoicing (no purchase orders, quotes, or estimates) for all expenses, including but not limited to equipment, materials, and labor associated with installation of Conservation Measure(s).
- Completed PSE Lighting Waste Disposal Form 3738.
- Other (specify):

ATTACHMENT TO CONSERVATION GRANT

Conservation Measure(s) shall be verified as follows prior to Grant payment:

PSE will verify at the pool site that the pool cover proposed by Aquatic Specialty Services is installed and operates correctly. PSE will also require documentation that pool staff have been trained in the correct use of the cover and that the pool will be covered on a regular basis. PSE will inspect the HVAC unit to verify the outside air damper has been repaired and controls outside air to maintain a 50% RH value or higher in the pool space. PSE may also require one week trending to confirm the pool humidity condition.

If intended energy savings are not being achieved by Conservation Measure(s) because specified equipment efficiency parameters or performance parameters defined above are not used, Participant shall be required to correct such deficiencies prior to Grant payment. Failure to comply with specified equipment efficiency or performance parameters may result in forfeiture or reduction of Grant payment.

PUGET SOUND ENERGY

PARTICIPANT

By: _____

By: _____

Name: David Landers

Print Name: _____

Title: Manager, Business Energy Management

Title: _____

Federal Tax I.D. No.: _____

By: _____

Name: _____

Title: _____

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 
Amy Kindell, Aquatics Specialist

DATE: August 15, 2012

SUBJECT: Tukwila Pool Rental Policy

ISSUE

Tukwila Pool Rental Policy

FINANCIAL IMPACT

None

BACKGROUND

The Board has requested to review the policy that governs rentals at the Tukwila Pool.

The attached policy is the latest revision of the policy, which has been in place since the City of Tukwila began operations at the facility January 6, 2003. It is similar in nature to the policies of other aquatic facilities in the area.

DISCUSSION

Information Only

ATTACHMENTS

1. Policy #700.01 Tukwila Pool Rental Policy

Subject	Pool Rentals	Policy #	700.01
Effective Date	Immediately		
Last Revised	March 1, 2012		
Approved By	Malcolm Neely, Aquatics Coordinator <i>MN</i>	Date	January 6, 2003

PURPOSE OF POLICY:

To establish policy and guidelines for facility rentals at the Tukwila Pool.

POLICY STATEMENT:

- 700.01.01 The Tukwila Pool offers many aquatic programs and services. One of the services the Tukwila Pool offers to the community is a place that **Teams, Organizations** and **Private Parties** can book pool space for aquatic activities. Pool space at the Tukwila Pool will be made available to these groups at the discretion of the Aquatics Coordinator after space has been booked for Tukwila Pool Programs.
- 700.01.02 Fees for all Tukwila Pool Rentals are set by the Tukwila Metropolitan Parks District Board.
- 700.01.03 Rentals for private parties will be made available as part of the regular schedule for the Tukwila Pool. These rentals will be available to the public for booking, at a minimum, on Saturdays and Sundays 3:00 pm - 5:00 pm, with the exception of legal holidays, **facility closures** or when the Tukwila Pool houses an athletic event or competition. Private Party Rentals will consist of one (1) hour of Pool time followed by one (1) hour in the Party Area, and the appropriate number of Lifeguards to maintain the safety of pool users. The first available time slot on a given day shall be booked first. Additional rental times may be made available to Private Parties at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist.
- 700.01.03.1 Private Party rentals for groups smaller than 60 people can be booked at the Tukwila Pool Front Desk during normal business hours. Private Party Rentals for groups larger than 60 people must be booked with the Aquatics Coordinator or the Aquatics Program Specialist due to staffing considerations.
- 700.01.03.2 In order to reserve a rental time slot, payment must be received in full.
- 700.01.03.3 Private Party Rentals must be made at least 5 business days in advance of a desired booking.
- 700.01.03.4 Tukwila Pool Rules will be in effect during all Private Party Rentals, as well as rules outlined below.
- 700.01.03.4.01 Any **child** that cannot swim must be accompanied by an **adult**, and be within arm's reach of that adult whenever the child is in the pool.
- 700.01.03.4.02 A ratio of one (1) adult per three (3) children under six years of age must be maintained while children under six years of age are in the pool. Additionally, the adult must be within arm's reach of all three (3) children at all times.
- 700.01.03.4.03 Private Party Rental groups may bring **personal flotation items** such as rafts and inflatables for use in the pool during their rental, but use of these items will be at the discretion of the Tukwila Pool Lifeguards on duty during the rental.

- 700.01.04 Rental space will be made available to Teams and Organizations during times not utilized by regular programming at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist. The Aquatics Coordinator will be the point of contact for all aquatic team and organization rental contracts.
- 700.01.04.1 Teams and Organizations should request pool space at least a month in advance of their desired pool usage.
 - 700.01.04.2 Teams and Organizations that have not made payment in advance of their bookings will be billed monthly for pool rental usage. Bookings should be paid in full during the calendar month following a booking.
 - 700.01.04.3 Teams and Organizations that have **ongoing bookings** at the Tukwila Pool will be given preference when booking available pool time.
 - 700.01.04.4 Teams and Organizations booking pool space at the Tukwila Pool must furnish a copy of their insurance policy in an amount no less than \$1 million each occurrence and \$2 million General Aggregate, listing Tukwila Pool as a Certificate Holder, before their first booking occurs.
 - 700.01.04.5 Teams and Organizations booking pool space at the Tukwila Pool must furnish a copy of the **appropriate certifications** of any individual coaching or leading activities in the facility before the first booking occurs.
 - 700.01.04.6 Team and Organization Pool rental fees do not include the cost of staffing a Tukwila Pool Lifeguard on the **pool deck** during rentals times. Teams will be responsible for the safety and behavior of their participants during any rental at the Tukwila Pool.
 - 700.01.04.6.1 Should a Team or Organization wish to have a lifeguard on the pool deck during their rental a staffing fee of \$25/hour would apply to these requests. Such requests will be honored at the discretion of the Aquatic Coordinator and/or Aquatic Program Specialist.
 - 700.01.04.6.2 Should a Team or Organization request a Pool rental outside of normally staffed hours, a staffing fee of \$25/hour will be assessed to cover additional labor costs. Such requests will be honored at the discretion of the Aquatic Coordinator and/or Aquatic Program Specialist.
 - 700.01.04.6.3 Teams and Organizations that currently have an open rental contract valuing more than \$200 on average per month may request to book **private coaching sessions**. These sessions will be booked on a space available basis at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist.
- 700.01.05 School Districts may rent pool space at the Tukwila Pool for their teams during times not scheduled for regular programming. School Districts will be subject to the same policies governing Team and Organization Rentals.

DEFINITIONS:

Teams – Groups of athletes organized in a team that participates in an aquatic sport such as Swim Teams, Synchronized Swimming Teams, or Water Polo Teams. Teams carry insurance and are generally registered with a governing body such as USA Swimming.

Organizations – Organizations that utilize the Tukwila Pool for rentals may have a water related activity that they would like to participate in or practice in a pool environment. Organizations may include, but are not limited to, groups such as Scuba Shops, Kayak Clubs, Canoe Clubs, and Professional Training Organizations. Organizations will carry their own insurance but will generally require a lifeguard on deck for their rentals.

Private Parties – Private Parties are individuals that would like to book the pool for a personal event such as a birthday party, family gathering, baptism or group outing that is not open to the public. Private parties are not required to furnish insurance for their bookings, and will book less than 10 dates per year.

Facility closures – Occasionally it is necessary for the Tukwila Pool to temporarily close for maintenance work, because of mechanical problems or due to a contamination event.

Child – An individual under the age of 18 years of age.

Adult – An individual over 18 years of age.

Personal flotation items – Items such as mats, noodles, inter-tubes and like items.

Ongoing bookings – Bookings made by a Team or Organization that are more than 10 in number and span more than a week.


Appropriate Certifications - Appropriate certifications shall include but not be limited to: Lifeguarding Certification or Safety Training for Swim Coaches Certification, First Aid Certification, CPR/AED Certification, USA Swimming Coach's Card or Coach's Card/Instructor Certification for the appropriate governing organization.

Pool Deck – The floor, or deck, that surrounds the pool. The pool deck is generally 6-10 feet from the edge of the water. This area of the pool is also referred to as the natatorium.

Private Coaching Sessions – Occasions when a coach works one-on-one with a participant from their organization or team on skills that are required for the successful participation in their organization. Example – Synchronized swimming figures practice.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President
 FROM: Rick Still, Parks and Recreation Director 
 DATE: August 15, 2012
 SUBJECT: 2013 Budget Direction

ISSUE

Provide direction for the 2013 Budget.

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The Tukwila Metropolitan Park District (MPD) was formed on September 14, 2011. District budgets for 2011 and 2012 were adopted on December 12, 2011. The 2013 MPD budget needs to be adopted no later than the December MPD meeting this year.

DISCUSSION

The current plan for working through the budget issues to achieve adopting the 2013 budget has been outlined in the revised 2013 Draft Long Term Agenda and is listed below:

SEPTEMBER 17

1. **City Services Review** would include a summary breakdown of the contracted work effort performed by the City for \$7,500 per month (*see Recommendation section for possible reschedule*).
2. **Contracted Services (outsource) Presentation** would include a summary of types of individual contracted services needed to perform the scope of work which the City is currently being contracted (*see Recommendation section for possible reschedule*)
3. **Preliminary 2013 Programs and Fees Review** would include an outline of the types of programs i.e. swim lessons, rentals and special events; and a proposed fee schedule for 2013 programs.

OCTOBER 15

4. **Preliminary 2013 Budget** would be a line item budget that reflects the current 5-year model and any direction received from previous board meetings.

NOVEMBER 19

5. **2013 Program and Fees Review** would be modified according to Board direction.


DECEMBER 17

6. **Adopt 2013 Budget** would be a final document prepared for adoption.

RECOMMENDATION

Staff recommends moving forward with Items 3 – 6 as scheduled and, in efforts to provide a seamless re-opening of the pool after construction, that Items 1 and 2 be rescheduled until after the capital project is completed and normal operations have resumed.

Tukwila Metropolitan Park District Citizens Pool Advisory Committee

TO: Citizens Pool Advisory Committee
FROM:  Rick Still, Parks and Recreation Director
DATE: June 11, 2012
SUBJECT: Tukwila Pool Advisory Committee Meeting

If you are unable to attend, please notify Amy at amy.kindell@tukwilawa.gov .

AGENDA

July 11, 2012

7:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Approval of Minutes – June 13, 2012

Business Items

- Update on CIP process/next steps (grant app)
- Meeting Correspondence
- Review: What is the Tukwila MPD
- Tree update
- Fall schedule
- Health & Safety
- Review MPD upcoming proposed agenda items
- Fundraising
- Meeting Correspondence
- Review Priorities List

Committee Reports

Citizen Comments

Staff Report

Other

INFORMATIONAL MEMO

Page 2

Next Meeting: Regular Quarterly Meeting: Saturday, October 13, 2012 at 8:00 AM at the Tukwila Community Center

Adjournment

TUKWILA METROPOLITAN PARK DISTRICT
Tukwila Pool Advisory Committee

MINUTES

Tukwila Community Center
Wednesday, July 11, 2012 7:00 AM

Attendance

Commissioners: Jeri Frangello-Anderson, Bryan Nelson, David Puki, Vida Verdier, Vanessa Zaputil
Staff: David Cline, Robert Eaton, Amy Kindell, Rick Still
Board Member: Kathy Hougardy

Call to Order: Bryan Nelson called the meeting to order at 7:00 AM.

Vida Verdier motioned to add an agenda item to discuss the role of TPAC members.
Vanessa Zaputil seconded the motion.

Vanessa Zaputil motioned to amend the order of agenda the following order:

- Update on CIP process/Next steps (grant app)
- Review MPD upcoming proposed agenda items
- Roles –clarification of TPAC member roles
- Meeting Correspondence
- Tree Update
- Fall schedule
- Health & Safety
- Fundraising
- Review Priorities List.

Jeri Frangello-Anderson seconded the motion.

Approval of Minutes: The minutes from the meeting June 13, 2012 were reviewed by the committee and corrections were made. Vida Verdier motioned that the minutes be approved as amended. David Puki seconded the motion. The motion carried 5-0.

7:05AM David Cline joined the meeting.

Business Items

1. Update on CIP process/next steps (grant app) – Committee members requested Rick Still to provide them with an update on the CIP process. Rick Still explained that we are just waiting to hear back about the grant award. Once the grant award is announced, then the ESP can be finalized. Committee Members asked questions of Rick Still about the process of turning in the grant application and what that entailed. Rick explained the process he went through to turn in the grant application and the technical issues that the State computer system was having. Committee members were provided with a copy of the application and Rick Still discussed the contents of the application with committee members.
2. Review MPD upcoming proposed agenda items - Rick Still told the committee that due to the fact that the grant award would not be made before the July 16, 2012 MPD Board meeting, and

TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

as such the proposed agenda items would not be ready for discussion or action. Bryan Nelson asked Rick Still if there were any items on the next Board Meeting agenda that TPAC should be concerned about. Rick responded that the only new item for the August on the Agenda is the Rental Policy for the Pool but this is not an action item.

7:15 AM Kathy Hougardy joined the meeting.

3. Roles– clarification of TPAC member roles – TPAC members discussed their role and function as a committee. Committee members discussed with staff what the Board was looking for from them in regards to advising.
1. Committee Member David Puki requested to re-visit the Update on CIP process/next steps by asking when we should know if we have been awarded the grant. Rick Still discussed with the committee how news about the grant process is disseminated to applicants, and how applicants learn of their award amount. Additionally, he shared that award recipients may be notified in about 14 days or July 16, 2012. Committee member Vida Verdier then asked how much impact the grant award will have on the CIP project. Rick Still explained there is no risk to our project timeline since the design work has begun on the first 13 projects. A final ESP will be accepted after news of the grant awards is received.

The committee then discussed the 3:1 ratio of funds required to receive the full grant amount of \$500,000, as well as the financing options and application timeframe for those options. Rick Still clarified for the committee the required order of events so that the grant application could be made and the project to stay on track for winter 2012 renovations to occur.

3. The committee then returned to the discussion of their roles as committee members. The committee came to the consensus that their role is to provide recommendations to the MPD Board including items on the MPD Board's upcoming agenda. Amy Kindell expressed that it was also possible, if committee members were interested, for TPAC to partner with staff to work on projects such as fundraising or other special interest items.
4. Meeting Correspondence – Committee members felt they had clarity on this item and it did not require further discussion.
5. Tree Update – Vanessa Zaputil requested information in regards to the plan for taking care of the tree in front of the Pool that was damaged over the winter. Rick Still told the committee that the tree would be removed during the Pool closure.
6. Fall Schedule – Committee member Vanessa Zaputil asked questions about changes in the fall Pool schedule for Water aerobics. She told the committee that she has received 3 comment cards from citizens about evening water aerobics not being offered on Mondays and Wednesdays in the fall and was concerned about the change due to the potential for people to become upset.

Amy Kindell explained that attendance for Monday and Wednesday night water aerobics has been poor for the last year with sometimes only 3-5 participants. The activity requires much of the space in the shallow end of the pool and is not conducive of swimming lessons occurring at

TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

the same time. Currently the facility only schedules advanced levels during water aerobics. She explained further that one of the big demands during the 6-7 pm time frame is for beginning swimming lessons, since working parents can bring their children at that time. The decision was made not to offer Monday & Wednesday evening water aerobics due to the low attendance over the last year or so on those days of the week; with the knowledge that evening water aerobics will still be offered on Tuesdays & Thursdays. This change in programming will allow the facility to offer a program that has been in demand, during a time that it is in demand and be fiscally responsible by maximizing pool usage.

7. Health & Safety – Committee Member David Puki had questions for staff regarding comments he had heard about horse play and running on the pool deck. He also asked questions of staff regarding facility cleaning schedule, cleaning products used and cleaning procedures. Amy Kindell responded to his questions outlining that the facility locker rooms are sanitized nightly, the step by step process by which the locker rooms are sanitized by staff, and the specific products used.

Vanessa Zaputil asked questions regarding how to educate parents about the need to keep sick children out of the pool. Amy Kindell explained that staff strives to educate the public about matters regarding pool usage and cleanliness. She mentioned that the Tukwila Pool is an exceptionally clean facility. Pool management has not had any reports of illness from the pool in many years. The Pool has passed every health department inspection while being run by the City, and was actually commended by the Health Department inspector during the last inspection for their proactive approach in educating patrons about the risks of swimming if they have been sick. Vanessa Zaputil inquired if there were any further efforts to educate pool users to not swim if they are ill. Amy Kindell mentioned the Crypto warnings posted on all bathroom stalls and reminded committee members they could assist staff by telling patrons that are known to be sick, about the rules regarding pool use when individuals are ill. Vanessa Zaputil requested that the posting be made in color so people read it.

Vanessa Zaputil asked staff about the practice of users entering and exiting the facility via the side door. Amy Kindell responded that the side door is to be locked and only occasionally unlocked for special reasons. Robert Eaton also told the committee that it is standard procedure for the door to remain locked from the outside at all times.

8. Fundraising – David Puki mentioned that he would like to assist with fundraising for the Pool Scholarship Fund at the Tukwila Children's Festival August 11th, as he did at the Touch-a-Truck event. Vida Verdier said she would also be interested in assisting. Amy Kindell agreed to coordinate with David on the matter.
9. Review Priorities List- This item was forwarded to the next meeting.

Citizen Comments: None

Staff Reports: None

Other: Committee members discussed their next meeting date and agreed to meet August 8, 2012 at 7:00 AM.

TUKWILA METROPOLITAN PARK DISTRICT
Tukwila Pool Advisory Committee

Adjournment: Vanessa Zaputil motioned to adjourn the meeting. Jeri Frangello-Anderson seconded the motion. The meeting was adjourned at 8:30 AM.

Next Meeting: Wednesday, August 8, 2012 7:00 AM, Tukwila Community Center

Tukwila Metropolitan Park District Tukwila Pool Advisory Committee

TO: Citizens Pool Advisory Committee
FROM: Stephanie Gardner, Parks and Recreation Administration
DATE: August 2, 2012
SUBJECT: Tukwila Pool Advisory Committee Meeting

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

AGENDA

August 8, 2012

7:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Guest: Sustain the Tukwila Pool Representative to present letter to TPAC (5 min.)

Approval of Minutes – July 11, 2012

Business Items

- CIP List Discussion (20 min.)
- TPAC Priority List / MPD Long Term Agenda (30 min.)
- McKinstry Contract (20 min or TBD, may move to next meeting)
- MPD Website/ Logo Discussion (10 min)
- Fundraising (5 min.)
- Communication Coordination (5 min.)

Committee Reports

Citizen Comments

Staff Report

Other

Next Meeting:

Adjournment

TUKWILA METROPOLITAN PARK DISTRICT
Tukwila Pool Advisory Committee

MINUTES

Tukwila Community Center
Wednesday, August 8, 2012 7:00 AM

Attendance

Committee: Jeri Frangello-Anderson, Bryan Nelson, David Puki, Vida Verdier, Vanessa Zaputil
Staff: Robert Eaton, Stephanie Gardner, Amy Kindell
Board Member: Allan Ekberg

Call to Order: Bryan Nelson called the meeting to order at 7:01 AM.

Approval of Minutes: Committee Members reviewed the minutes from the July 11, 2012 meeting. Vanessa Zaputil inquired why the three comment cards she provided to Amy Kindell after the last meeting were not included in the minutes from the July 11, 2012 meeting. Amy Kindell explained that since the comment cards were provided to her after the meeting, copies were not provided to everyone at the last meeting, and had not been submitted in the call for agenda items they were not included in the minutes. Vanessa Zaputil then requested that the comment cards be included in the minutes for the August 8, 2012 meeting. Staff agreed to make copies and include them in the August 8, 2012 meeting minutes (Attachment A). Vida Verdier motioned to approve the minutes as amended. Vanessa Zaputil seconded the motion. The motion carried 5-0.

David Puki motioned to amend the order of agenda the following order:

- Sustain Tukwila Pool (STP) Guest Presentation
- CIP List Discussion
- McKinstry Contract
- TPAC Priority List/MPD Long Term Agenda
- MPD Website/Logo Discussion
- Fundraising
- Communication Coordination

Jeri Frangello-Anderson seconded the motion. The motion carried 5-0.

7:14 AM Stephanie Gardner joined the meeting.

Business Items

1. Sustain Tukwila Pool (STP) Guest Presentation – Jacque Carroll, STP member, presented the committee with a letter from the STP group (Attachment B) that had been mailed to the Metropolitan Park District Board requesting the Board authorize the steps necessary for a change in governance. Committee members discussed the nature of the request and the reasoning behind the request. The committee requested Staff make copies for the committee and the letter enter the minutes. Vanessa Zaputil made a motion that TPAC has received and acknowledges the letter from STP and would like to encourage the Board to pursue researching the matter. Jeri Frangello-Anderson seconded the motion. The motion carried 5-0.

TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

2. CIP List Discussion – The committee expressed happiness with the award of the Department of Commerce Grant. The committee requested Staff make copies of the CIP list given to the Department of Commerce for the grant application for use during the discussion. Stephanie Gardner agreed to make copies for those in attendance of the CIP list (Attachment C), STP letter (Attachment B) and the comment cards (Attachment A) from Vanessa Zaputil.

7:26 AM Stephanie Gardner left the meeting.

Robert Eaton told the committee at this time changes or reductions cannot be made to the scope of the work; specifically nothing can be changed that changes an item related to energy efficiency work.

7:31 AM Stephanie Gardner re-entered the meeting and distributed copies of the CIP list, STP letter, and comment cards to all in attendance.

Committee members asked Robert Eaton questions about the process of moving forward, financing, and specific projects and their costs. Robert Eaton explained that once pricing/bids on projects come in decisions can be made. He used the new roof as an example of how pricing has changed and staff is working with McKinstry to come to a reasonable agreement on pricing and energy savings guarantees. Robert Eaton explained the roof is the only project that has had surprising cost estimates come in and the numbers previously provided are solid numbers as far as he can tell. The committee asked questions regarding funding for the project. Robert Eaton shared the Finance Department is working to research funding mechanisms and will be presenting the options to the Board at the August Board Meeting. Robert Eaton also explained that the Energy Services Proposal (ESP) includes all 24 items that were recommended to the Board for inclusion in the project.

3. McKinstry Contract – Committee members asked questions about the ESP contract being a McKinstry contract. Robert Eaton explained that our contract is not with McKinstry but with Washington State. The State has a list of approved contractors, and McKinstry is one of those contractors. The State will act as the project manager for the project and McKinstry will execute the work or contract the work to a sub-contractor. While the contract is with the State, Robert explained that we work with the State and McKinstry to bring the project to completion.

7:44 AM Vida Verdier exited the meeting.

Vanessa Zaputil shared with the committee that Des Moines was encouraged to negotiate down the 18% fee and request that McKinstry go out to bid for all major components of the project. Robert Eaton responded that once the Board has approved entering into a contract for the work, then negotiations will take place regarding the overhead charges.

Vanessa Zaputil inquired about the McKinstry timeline for construction meetings provided in the draft ESP and requested that once those meeting dates and times have been finalized TPAC be invited to attend.

4. TPAC Priority List/MPD Long Term Agenda – Bryan Nelson asked questions clarify the items on the August MPD Board meeting agenda. Robert Eaton explained that the grant acceptance

TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

may not occur in August due to the need for a ground disturbance review before the grant can be accepted. Committee members then discussed the MPD Board agenda items for the remainder of 2012. Byan Nelson requested that Staff share with TPAC an update on the Marketing Plan during their September meeting.

The committee then reviewed the 'Ongoing Priorities List as of April 7, 2012'. The committee crossed off items that had been addressed, revised and added items to the list. It was agreed the updated list (Attachment D) would be reviewed at the September meeting.

5. Fundraising – Stephanie Gardner shared that with so much positive energy in the group that creating a sub-committee to do fundraising maybe helpful in the future.
6. Communication Coordination – Stephanie Gardner encouraged the committee to come together with all the individuals and groups involved and work together to make sure that everyone is communicating the same positive message about the Pool. She suggested a friends group or a team meeting. There was consensus that a community meeting in October before the scheduled closure would be beneficial for communication between all involved groups. Amy Kindell offered to coordinate to make such a meeting occur as part of the short term marketing plan.
7. MPD Website/Logo Discussion – Vanessa Zaputil shared that she would like the swimming lesson schedule posted on the MPD website. The committee moved this item to the September agenda.

Citizen Comments: None

Staff Reports: None

Other: Committee members discussed their next meeting date and agreed to meet September 12, 2012 at 7:00 AM.

Adjournment: David Puki motioned to adjourn the meeting. Vanessa Zaputil seconded the motion. The meeting was adjourned at 8:35 AM.

Next Meeting: Wednesday, September 12, 2012 7:00 AM, Tukwila Community Center

Minutes by ANK

Tell us what Tukwila Pool means to you!

What activities do you participate in at Tukwila Pool?

Jamba

Why is the Tukwila Pool important to you?

I love the location and convenience of the pool. Bryan is an outstanding teacher - his class is always fun! We always get a super workout and the music is essential. I am disappointed they have chosen to reduce this program and rumors are that the music may be cut. We have done the class with no music - when Dee would sub for Bryan - it was not fun or

motivational! This class requires music! We were told the class was being cut to accommodate kids lessons. I find it hard to believe that with two full time pool managers they can not figure out a way to keep the water aerobics class and have lessons. Jamba has been a class that has been running for years and almost everyone in the class works so this is our opportunity to work out. Maybe we should offer more childrens lessons on Saturday. This program will be reduced starting this fall which I don't understand since childrens lessons usually have less demand once school starts.

MPD

Tell us what Tukwila Pool means to you!

What activities do you participate in at Tukwila Pool?

EVENING WATER AEROBICS

Why is the Tukwila Pool important to you?

BRYAN IS AWESOME! HIGH ENERGY AND MOTIVATIONAL,
I AM VERY DISAPPOINTED THAT THIS PROGRAM IS
BEING REDUCED! WHILE KIDS LESSONS ARE
IMPORTANT IT SHOULD NOT BE PUT AHEAD OF A
SUCCESSFUL LONG RUNNING ADULT CLASS. MANY
OF US WORK AND DO NOT HAVE THE OPPORTUNITY
TO ATTEND THE DAYTIME CLASS. PERHAPS IF THERE
IS A CONFLICT THE POOL SHOULD OFFER MORE
SAT LESSONS FOR KIDS. WE WERE ALSO TOLD THE

MUSIC FOR OUR CLASS WILL NEED TO BE DISCONTINUED
BRYAN HAS BEEN TEACHING MANY YEARS AT THIS
POOL AND THE MUSIC IS VERY IMPORTANT TO THE
CLASS MEMBERS. WHY IS IT SUDDENLY AN ISSUE? BRYAN
PROVIDES HIS OWN SOUND SYSTEM & MUSIC WHICH HE
BRINGS EVERY NIGHT IN THE BACK OF HIS TRUCK.
AS A VOTER I VOTED FOR THE POOL IN HOPES SOME NEW
& INNOVATIVE PROGRAMS WOULD COME ABOUT. I NEVER
DREAMED PROGRAMS WOULD BE REDUCED. WE HAVE 2
FULL TIME MANAGERS WHO ONLY WORK DURING THE DAY
THE POOL IS BASICLY BEING RUN BY TEENAGERS ON WEEK-
ENDS AND EVENINGS. DAYTIME HOURS HAVE LESS USAGE
SO WHY TWO MANAGERS? WE COULD BE USING THAT \$\$
TO EXPAND PROGRAMS AND IMPROVE THE POOL - BOTH
SAFETY & CLEANLINESS NEED TO BE ADDRESSED ASAP!

Tell us what Tukwila Pool means to you!

What activities do you participate in at Tukwila Pool?

Evening Water Aerobics

Why is the Tukwila Pool important to you?

I have ~~hips~~ hip & knee problems & depend on the aerobics class (evening) in my rehabilitation as directed by my doctor. I love Brian's class & am so appreciative of his direction & support. I believe in supporting the community & voted to keep the pool going. I am very disheartened that this fall it will only be available Tues + Thursdays - am very upset

that all of a sudden the music is being threatened to be cut off - it is a very necessary part of the aerobics class.

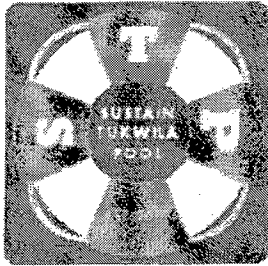
I hear this is a complaint of parents in the ~~bleachers~~ bleachers, however, they are not the taxpayers paying to keep the pool open. This is discrimination against those of us with hearing problems.

This is suppose to be a "community" pool for all ages to attend & participate.

I do not feel ^{enough} promotion for

Mon + Wed aerobic classes which is so

unfair to all. Step up & stop discriminating against the seniors!!



July 31, 2012

TO: Tukwila Metropolitan Park District Commissioners

RE: Request for Change in Governance

In August of 2011, the citizens of Tukwila overwhelmingly voted to save the Tukwila pool; a valuable and historied community resource. The vote created an executive structure where the Tukwila City Council members assumed the additional role of Metropolitan Park District Commissioners. At the time, this governance structure was necessary to expedite the transition from a city owned pool to a pool owned by the newly created Metropolitan Park District.

Over the past year, public interest, public awareness and citizen based expertise have increased concerning the Tukwila Pool. Having addressed the initial challenges, we believe now is the ideal time to transition to an elected Metropolitan Park District Commission.

We respectfully request that the current council based commission authorize the steps necessary to change the governance structure.

Sincerely

Sustain Tukwila Pool

cc: Tukwila Pool Advisory Committee

Sustaining a Pool in Tukwila as a Community Resource

13813 37th Avenue, South, Tukwila, WA 98168
sustaintukwilapool@gmail.com



Table 4.2 - Facility Improvement Measure (FIM) Summary - Preliminary

Project: Tukwila Pool
Date: 6/13/2012

Draft ESP Cost Estimate

Item #	Project	McKinstry Budget	Annual Utility Savings	Potential Incentives
1	Pool Liner, Water Edge Tile, and Main Drains	\$ 283,203	\$ -	\$ -
2	Pool Circulation Pump VFD Pool Water Plumbing / Valve Replacement Pool Heating Water Pump Replacement	\$ 119,546	\$ 2,586	\$ 8,551
3	ADA Pool Chair Lifts	\$ 22,635	\$ -	\$ -
4	Chemtrol Replacement	\$ 22,624	\$ -	\$ -
5	Nat. HVAC Digital Controls / Dampers Lobby HVAC Digital Controls / Dampers Nat. Fan & Motor Replacement	\$ 366,972	\$ 12,047	\$ -
6	Building Heating Pump & Motor Replacement, Lobby Exhaust and Supply Motors Replacement	\$ 4,507	\$ 302	\$ 780
7	Boiler Burner and Controls Replacement Condensing Domestic Water Heater	\$ 161,768	\$ 259	\$ -
8	Lighting Conversion	\$ 107,049	\$ 4,298	\$ 10,777
9	Remove Natatorium Ceiling Tiles	\$ 51,186	\$ -	\$ -
10	Locker Room Tile (Showers & Walls)	\$ 20,364		\$ -
11	HVAC Lobby Supply Motor Replacement	\$ 1,101	\$ 302	\$ 780
12	HVAC Lobby Exhaust Motor Replacement	\$ 1,101	\$ 302	\$ 780
13 20	Locker Room Plumbing (Showers & Fixtures - (could be modified to \$52,000 no china)	\$ 36,098	\$ 1,822	\$ -
14	Pool Cover / Blanket	\$ 37,383	\$ 8,570	\$ -
15	Sewer Duct Meter	\$ 7,554	\$ 1,163	
16	Bulkhead Renovation	\$ 4,500		
17	DE Filter System - Vacuum DE Remodel	\$ 15,000		
18	Gutter/Deck Tile	\$ 64,172		
19	ADA Improvements (Parking Lot)	\$ 90,000		
20	Locker Room China	\$ 47,152		
21	New Roof	\$ 85,449		
22	Privacy changing areas (modified - 1 dressing room)	\$ 7,187		
23	Locker Room Floor Resurfacing	\$ 85,000		
24	New Lockers MODIFIED #24 for Grant	\$ 25,115		
GRANT Scope of Work for Project Subtotal		\$ 1,666,666	\$ 31,651	\$ 21,668

26 Deck Resurfacing

TUKWILA METROPOLITAN PARK DISTRICT Citizens Pool Advisory Committee

Ongoing Priorities List as of August 8, 2012

- 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~~
 - Continue providing analysis and guidance as needed
- Marketing
 - Merchandise
 - Availability of times for Pool Use
 - After School Program
 - Schools – Fliers home in backpacks
 - Pre-schools/Daycares in the area
 - Parent Meetings at Tukwila School District
 - Web Site
 - Closure Marketing
 - TPAC – Kid’s Poster Competition?
- School District Relationship
 - ~~○ Casual meetings with school board members building long term partnerships~~
 - Swimming as a part of curriculum
- New Programs
 - Saturday Morning Swimming Lessons
 - Existing Programs: improvement, teaching methods
- Fiscal Responsibility
 - New Fees
 - Communication with patrons
 - Online Registration
 - Comparison of Revenue Models used by pools
- ~~Advise Support MPD long term agenda~~
- Fundraising: scholarships, bricks/tiles
- Long Term Vision

INFORMATIONAL MEMORANDUM

Tukwila Pool Advisory Committee

TO: Tukwila Pool MPD Board President

FROM: Bryan Nelson, Chair, Tukwila Pool Advisory Committee

DATE: August 15, 2012

SUBJECT: **TPAC Chairperson's Report**

ISSUE

The Tukwila Pool Advisory Committee (TPAC) is providing a brief informational report of the Committee's work throughout the past month.

FINANCIAL IMPACT

N/A

BACKGROUND

The Tukwila Pool Advisory Committee met on 7/11/12 and 8/8/12, minutes and agendas are included in the 8/20/12 MPD Agenda Packet for your review. This memo offers a brief overview of those meetings.

DISCUSSION

On 8/8/12 TPAC offered congratulations to staff, citizens, the MPD Board and TPAC regarding the recent grant that was awarded to the MPD for the upcoming CIP project.

On 8/8/12 a member from the Sustain the Tukwila Pool citizens group attended the TPAC meeting to deliver a letter requesting a change in MPD governance. A motion was made to receive and acknowledge the letter from STP and TPAC would like to encourage the Board to pursue researching the matter.

On 8/8/12 TPAC reviewed and updated their priorities list, details are in the 8/8/12 minutes.

The next TPAC meeting will be held on Wednesday, September 12, 2012 at 7:00 am at the Tukwila Community Center.

RECOMMENDATIONS

n/a


ATTACHMENTS

n/a

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: August 15, 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

Department of Commerce grant was awarded for \$416,666, contract paperwork for acceptance is forthcoming. McKinstry finished the Energy Services Proposal and submitted it for adoption at tonight's meeting. Project design is continuing and staff has a meeting scheduled for early August to review the 50% design plans.

Operations

Received the final report from Consultant for building materials survey of asbestos containing material (acm), however, the consultant is having issues trying to get a sample for testing the liner and material under the liner without compromising the integrity of the pool.

Staff continues to have problems with the pool water chemical feeding system and are having to frequently troubleshoot the system. The current problem has to do with the pumping ability and not the computer system. We look forward to when the entire system can be replaced with the capital project with a dependable system.

A contractor was called out to work on the boiler; one of the components on the gas supply line had to be replaced but is working fine now.

The pool recirculation pump is running good after repairs done recently during the emergency closure over the weekend.

Second Quarter Report comparing 2011 to 2012 is attached.

The swim lesson session beginning June 25th had 241 registrants compared with 156 registrants for the same session in 2011, a 54.49% increase over the previous year! (The highest registration for that session previously was 178 participants (2010). This year saw 35% more registrants than the record number of participants for that session.) So far this summer the Pool had nearly 1000

the record number of participants for that session.) So far this summer the Pool had nearly 1000 registrations for swimming lessons, surpassing last year's lesson revenue with another two week session left. This surge in registrations is partially due to Staff's increased marketing efforts this spring. (Tukwila Parents have been telling staff they received fliers home from school.) The excitement over Olympic Swimming has likely helped too.

Tukwila Pool offered swim caps for purchase this summer. All of the silicone caps available for sale, priced at \$12 per cap, sold out before August 1st! Sales have also been strong on the latex swim caps, priced at \$5 per cap. Staff has ordered more caps to sell in response to the strong demand.

Future MPD Agendas

August 20

- Funding Alternatives
- Potential award of DOC grant
- Adopt ESP & Authorize Implementation/Construction of ESP
- Acceptance of PSE Grant for Pool Cover
- Rental Policy Review
- 2013 Budget Direction

September 17

- City Contracted Services Review
- Contracted Services (outsource) Presentation
- Preliminary 2013 Program and Fees Review

October 15

- City Contracted Services Review
- Contracted Services (outsource) Presentation
- Preliminary 2013 Program and Fees Review

ATTACHMENTS

1. Second Quarter Revenue Report 2012

Tukwila Metropolitan Parks District
Tukwila Pool Fee Revenues
2nd Quarter 2012

Attachment 1

Row #	Program Fee Type	Resident		Non Resident		Total		2012 proposed revenue	% of 2012 proposed revenue	2011 actual		
		#	\$	#	\$	#	\$			#	\$	
1	Drop-ins	Adult Drop-in				986	\$3,944.00			918	\$3,672	
2		Youth Drop-in				1,252	\$3,756.00			1086	\$3,258	
3		Sr Drop-in				569	\$1,707.00			583	\$1,749	
4		Adult H2OX Drop-in				41	\$246.00			38	\$228	
5		Sr. H2OX Drop-in				33	\$165.00			31	\$155	
6		Misc. Drop-ins				90	\$180.00			44	\$88	
7	Subtotal Drop-ins					2,971	\$9,998.00	\$9,700	103%	2700	\$9,150	
8	Pass Sales	Youth 1 Month Pass	5	\$140	4	\$140	9	\$280			5	\$146
9		Adult 1 Month Pass	15	\$585	6	\$264	21	\$849			14	\$554
10		Sr. 1 Month Pass	1	\$28	5	\$163	6	\$191			11	\$327
11		Youth 3 Month Pass	0	\$0	0	\$0	0	\$0			1	\$66
12		Adult 3 Month Pass	5	\$525	2	\$264	7	\$789			4	\$430
13		Sr. 3 Month Pass	3	\$198	1	\$83	4	\$281			8	\$570
14		Youth 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
15		Adult 6 Month Pass	1	\$187	0	\$0	1	\$187			0	\$0
16		Sr. 6 Month Pass	1	\$121	2	\$285	3	\$406			0	\$0
17		Youth 12 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
18		Adult 12 Month Pass	0	\$0	1	\$388	1	\$388			1	\$339
19		Sr. 12 Month Pass	3	\$534	2	\$410	5	\$944			2	\$374
20		Youth 10 Punch Pass	6	\$162	4	\$120	10	\$282			2	\$54
21		Adult 10 Punch Pass	23	\$828	8	\$320	31	\$1,148			30	\$1,080
22		Senior 10 Punch Pass	14	\$378	21	\$600	35	\$978			31	\$837
23		Youth 20 Punch Card	0	\$0	0	\$0	0	\$0			3	\$162
24		Adult 20 Punch Card	3	\$216	5	\$376	8	\$592			6	\$432
25		Senior 20 Punch Pass	4	\$216	14	\$792	18	\$1,008			14	\$756
26		Adult H2OX 10 visit	1	\$52	3	\$162	4	\$214			6	\$312
27		Sr. H2OX 10 visit	5	\$210	1	\$44	6	\$254			6	\$252
28	Adult H2OX 20 visit	0	\$0	1	\$110	1	\$110			0	\$0	
29	Sr. H2OX 20 visit	1	\$84	0	\$0	1	\$84			2	\$168	
30	Subtotal Pass Sales		91	\$4,464	80	\$4,521	171	\$8,985	\$8,700	103%	146	\$6,859
31	All Pass Scans		1,254		2,359		3,613				3,416	
32	Lessons	Swim Lessons	3,148	\$17,312	2,975	\$17,852	6,123	\$35,164			4,802	\$23,786
33		Private Lessons	31	\$775	10	\$250	41	\$1,025			10	\$250
34		Semi Private Lessons	0	\$0	0	\$0	0	\$0			3	\$90
35	Subtotal Lessons		3,179	\$18,087	2,985	\$18,102	6,164	\$36,189	\$27,500	132%	4815	\$24,126
36	Total Programs		Drop-ins, Pass Sales & Lessons				12,748	\$55,171.75	\$45,900	120%	7,661	\$40,135
37	Rentals	One Time Rentals	4	\$340	9	\$1,285	565	\$1,625			625	\$2,315
38		Rentals -Special Int. Grps	2	\$100	18	\$6,775	10,227	\$6,875			11,043	\$7,507
40		Lockers					1,910	\$478			1,024	\$256
41	Subtotal Rentals		4	\$440	9	\$8,060	13	\$8,500	\$12,000	71%	12,692	\$10,078
42	Other	Vending					\$721	\$300.00	0.52%		\$0	
43		Donations					\$144.70	\$0.00	0.00%		\$142	
44	Subtotal Other						\$866	\$300	289%		\$142	
45	Estimated Visits					23,540				20,353		
46	Total Revenue Earned						\$64,536.81	\$58,200	111%	\$50,355.00		

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Peggy McCarthy, Interim Finance Director

BY: Craig Zellerhoff, Fiscal Coordinator

DATE: August 7, 2012

SUBJECT: **2012 2nd Quarter Metropolitan Park District Financial Summary and Pool Statistics**

ISSUE

Review the District financial results for the quarter ending June 30, 2012 per RCW 35.24.540 – quarterly report status.

FINANCIAL IMPACT

None. Summary Information

BACKGROUND

Review of actual financial results compared to budgeted results is a valuable tool to assess the soundness of the budgeting process to determine financial trends and status of an organization.

DISCUSSION

As of June 30, 2012, the Tukwila Pool Metropolitan Park District realized operating revenues of \$65,751 which are higher than budget at 70.1% and 69.1% for program and rental revenue respectively. Expenditures are within or under the expected budget of 50% as shown below:

Expenditures	Percent of Budget
Administration & Overhead	50.7%
Salaries & Wages	52.3%
Personnel Benefits	48.4%
Supplies	42.3%
Other	40.2%

RECOMMENDATION

Information Only

ATTACHMENT

2012 2nd Quarter Tukwila Pool MPD, Revenues, Expenditures and Fund Balance

TUKWILA POOL MPD
 Revenues, Expenditures and Fund Balance
 January 1, 2012 to June 30, 2012

Percent of year expired 50.00%

	Q1		Actual Results			Q2	YTD	% of BUDGET
	BUDGET	TOTAL	APR	MAY	JUN	TOTAL	TOTAL	
REVENUE								
POOL DROP-INS	-	6,139	2,835	2,626	3,226	8,687	14,826	0.0%
POOL PASSES	-	8,340	2,897	2,628	2,982	8,506	16,846	0.0%
POOL PROGRAM FEES	128,570	18,650	9,976	13,241	16,544	39,760	58,410	45.4%
PROGRAMS	\$ 128,570	33,128	15,707	18,495	22,752	56,954	90,082	70.1%
FACILITIES RENTS (SHORT-TERM)	29,000	12,044	2,724	3,050	1,658	7,432	19,475	67.2%
LOCKER RENTAL FEES	-	102	200	216	63	479	581	0.0%
CASHIER OVERAGES/SHORTAGES	-	(12)	1	4	-	5	(8)	0.0%
RENTALS	29,000	12,134	2,925	3,269	1,721	7,915	20,048	69.1%
SALE OF MERCHANDISE	-	336	250	205	284	739	1,074	0.0%
DONATIONS	-	21	7	126	11	144	164	0.0%
OPERATING LOAN	870,640	-	225,000	-	-	225,000	225,000	25.8%
TOTAL REVENUE	1,028,210	45,617	243,889	22,095	24,767	290,751	336,368	32.7%
EXPENDITURES								
ADMINISTRATION/OVERHEAD								
45 GROUND LEASE	10,950	-	-	-	-	-	-	0.0%
51 INTERLOCAL CITY FEES	90,000	22,500	7,500	7,500	7,500	22,500	45,000	50.0%
41 LEGAL FEES	5,000	1,371	314	438	496	1,247	2,618	52.4%
49 INSURANCE	5,000	8,672	-	-	-	-	8,672	173.4%
TOTAL ADMINISTRATION	110,950	32,543	7,814	7,938	7,996	23,747	56,290	50.7%
CAPITAL & DEBT SERVICE								
CIP LIFE-CYCLE REPLACEMENT	250,000	-	-	-	-	-	-	0.0%
CIP RESERVE	30,000	-	-	-	-	-	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	280,000	-	-	-	-	-	-	0.0%
OPERATIONS								
11 SALARIES	133,068	33,495	11,415	11,165	11,165	33,745	67,240	50.5%
12 EXTRA LABOR	113,000	26,982	10,977	10,831	12,981	34,788	61,770	54.7%
13 OVERTIME	500	-	51	-	-	51	51	10.3%
SALARIES & WAGES	246,568	60,477	22,443	21,996	24,146	68,584	129,061	52.3%
21 FICA	19,436	4,604	1,709	1,675	1,840	5,224	9,828	50.6%
23 PERS	13,638	2,810	993	1,088	1,015	3,096	5,906	43.3%
24 INDUSTRIAL INSURANCE	11,782	2,804	1,090	1,125	1,296	3,511	6,315	53.6%
25 LIFE, OPTICAL	6,458	304	103	103	103	310	614	9.5%
25 MEDICAL, DENTAL, LIFE, OPTICAL	27,493	7,735	2,578	2,578	2,578	7,735	15,469	56.3%
PERSONNEL BENEFITS	78,807	18,256	6,474	6,570	6,832	19,876	38,132	48.4%
31 OFFICE & OPERATING SUPPLIES	9,360	2,291	78	269	1,310	1,656	3,947	42.2%
31 CHEMICALS	5,200	682	1,029	-	521	1,550	2,232	42.9%
31 CENTRAL SUPPLIES	487	-	187	-	-	187	187	38.5%
SUPPLIES	15,047	2,973	1,294	269	1,830	3,394	6,366	42.3%
41 PROFESSIONAL SERVICES	300	-	-	-	-	-	-	0.0%
42 COMMUNICATION	4,000	554	120	308	112	540	1,094	27.3%
43 TRAVEL	400	-	-	-	-	-	-	0.0%
44 ADVERTISING	400	-	-	-	-	-	-	0.0%
45 OPERATING RENTALS & LEASES	500	-	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	128,000	23,566	10,099	11,627	2,630	24,356	47,922	37.4%
48 REPAIRS & MAINTENANCE	25,000	4,284	762	5,851	(147)	6,466	10,749	43.0%
49 MISCELLANEOUS	2,224	1,891	607	650	269	1,526	3,417	153.6%
49 CREDIT CARD FEES	1,900	738	376	498	422	1,296	2,034	107.0%
49 CREDIT CARD FEES	-	-	225	-	-	225	225	0.0%
OTHER SERVICES & CHARGES	162,724	31,032	12,189	18,933	3,287	34,409	65,441	40.2%
TOTAL OPERATIONS	503,146	112,737	42,401	47,768	36,095	126,263	239,001	47.5%
TOTAL EXPENDITURES	894,096	145,280	50,214	55,705	44,091	150,010	295,290	33.0%
CHANGE IN FUND BALANCE	\$ 134,114	\$ (99,663)	193,675	(33,610)	(19,324)	\$ 140,741	\$ 41,078	30.6%
BEGINNING FUND BALANCE		59,264	(40,399)	153,276	119,665	(40,399)	59,264	0.0%
ENDING FUND BALANCE	\$ 134,114	\$ (40,399)	153,276	119,665	100,342	\$ 100,342	\$ 100,342	74.8%

Estimated LOCAL Program Financing - REAL ESTATE

Finance Amount \$ 117,323
 Interest Rate 2.75%
 Term (years) 10
 Semi-Annual Payments

Payment #	Payment			Outstanding Balance
	Amount	Interest Portion	Principal Portion	
1	\$ 6,749.66	\$ 1,613.19	\$ 5,136.46	\$ 112,186.54
2	6,749.66	1,542.56	5,207.09	106,979.45
3	6,749.66	1,470.97	5,278.69	101,700.76
4	6,749.66	1,398.39	5,351.27	96,349.49
5	6,749.66	1,324.81	5,424.85	90,924.64
6	6,749.66	1,250.21	5,499.44	85,425.20
7	6,749.66	1,174.60	5,575.06	79,850.14
8	6,749.66	1,097.94	5,651.72	74,198.42
9	6,749.66	1,020.23	5,729.43	68,469.00
10	6,749.66	941.45	5,808.21	62,660.79
11	6,749.66	861.59	5,888.07	56,772.72
12	6,749.66	780.62	5,969.03	50,803.69
13	6,749.66	698.55	6,051.10	44,752.59
14	6,749.66	615.35	6,134.31	38,618.28
15	6,749.66	531.00	6,218.65	32,399.62
16	6,749.66	445.49	6,304.16	26,095.46
17	6,749.66	358.81	6,390.84	19,704.62
18	6,749.66	270.94	6,478.72	13,225.91
19	6,749.66	181.86	6,567.80	6,658.11
20	6,749.66	91.55	6,658.11	0.00
	\$134,993.10	\$17,670.10	\$117,323.00	

Estimated LOCAL Program Financing - EQUIPMENT

Finance Amount \$ 882,677
 Interest Rate 2.17%
 Term (years) 8
 Semi-Annual Payments

Payment #	Payment			Outstanding Balance
	Amount	Interest Portion	Principal Portion	
1	\$ 60,392.31	\$ 9,577.05	\$ 50,815.27	\$ 831,861.73
2	60,392.31	9,025.70	51,366.61	780,495.12
3	60,392.31	8,468.37	51,923.94	728,571.18
4	60,392.31	7,905.00	52,487.32	676,083.86
5	60,392.31	7,335.51	53,056.80	623,027.06
6	60,392.31	6,759.84	53,632.47	569,394.59
7	60,392.31	6,177.93	54,214.38	515,180.21
8	60,392.31	5,589.71	54,802.61	460,377.60
9	60,392.31	4,995.10	55,397.22	404,980.39
10	60,392.31	4,394.04	55,998.28	348,982.11
11	60,392.31	3,786.46	56,605.86	292,376.25
12	60,392.31	3,172.28	57,220.03	235,156.22
13	60,392.31	2,551.45	57,840.87	177,315.35
14	60,392.31	1,923.87	58,468.44	118,846.91
15	60,392.31	1,289.49	59,102.82	59,744.09
16	60,392.31	648.22	59,744.09	-
	\$966,277.01	\$83,600.01	\$882,677.00	

Tukwila Metropolitan Park District 2012 Draft Long-Term Agenda

Board Adopted 1-9-12 *Revised for 6-18-12

June 14 18

- *Resolution to change meeting date.
- *Funding alternatives for Capital Improvements
- *Capital Project List and authorization to move forward with items to meet grant requirements
- *Grant Application Authorization of Match
- *Revised 2012 Long-Term Agenda
~~Contracted Services Research~~

July 9 16

- Adopt Final Energy Service Plan (ESP) and Financing
- Potential award of grant
~~City Services Contract review~~
Budget Direction

August 13 20

- *Potential award of grant
- *Rental Policy
- 1/4ly Operations Statistical Review
- 1/4ly Budget Review

September 10 17

- *City Services Contract review
- *Contracted Services Presentation
- Preliminary 2013 Program and Fees Review

October 8 15

- Pre-Construction/Development Status/Projected Construction Timeline
- Preliminary Budget

November 13 19

- 2013 Program and Fees Review
- Construction Status Update/Project Timeline
- 1/4ly Operations Statistical Review
- 1/4ly Budget Review

December 10 17

- Adopt 2013 Budget
- Construction Status Update/Project Timeline

OTHER: Build relation w/ TSD, Marketing

