

Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*
De'Sean Quinn, *Clerk of the Board*

Board Members: ▶ **Joe Duffie** ▶ **Dennis Robertson**
▶ **Allan Ekberg**
▶ **Kathy Hougardy** ▶ **Kate Kruller**

Tuesday, January 22, 2013, 8:00 PM
Tukwila City Hall Council Chambers

Resolution #15

1. CALL TO ORDER

2. CITIZEN COMMENTS

3. CONSENT AGENDA	a. Approval of minutes: 12/17/12 b. Approval of vouchers.	
4. BUSINESS ITEMS	a. Capital project: (1) Update on project from Parks & Recreation Department. (2) Financing update from Finance Department.	Pg.1
	b. Discussion on 2013 programs and fees increase.	Pg.5
	c. Method of appointment of President and Clerk of the Board. <i>(From 12/17/12 meeting)</i>	Pg.15
	d. Formal receipt of Sustain Tukwila Pool (STP) Comparison Report. <i>(From 12/17/12 meeting)</i>	Pg.25
5. REPORTS	a. Commissioners	
	b. Staff: • Capital Improvement Project update • Marketing • Operations • Quarterly report • Long-term agenda	Pg.29
	c. Tukwila Pool Advisory Committee: • Agenda and minutes • Chairperson report	Pg.31
	d. Next meeting is March 18, 2013.	

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

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

DATE: January 22, 2013

SUBJECT: Capital Project Update

ISSUE

Construction update for the Pool Capital Project.

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The scope of work during December mostly focused on finishing up the mechanical systems to get the building running again, HVAC, plumbing and electrical.

DISCUSSION

Construction Project Update:

Allotment Items (to be completed by City staff)

The Bulkhead Renovation/Painting and the Pool Filter Project have been finished by staff. The bulkhead was installed back into the pool last week by the pool contractor.

City resources, contracts and processes are being used to complete the Roof and Parking Lot & Access Improvements projects.

- The permit for the Roof Project was obtained last week. Work on this project will most likely begin in spring when the weather meets manufacture's requirements.
- The Parking Lot & Access Improvements Project work was finished last week. Project completion and closeout is happening now. The overall scope of this project included, concrete work, asphalt paving, striping and minor restoration landscaping. The work performed by the contractor was excellent quality, they were very easy to work with, and very flexible and accommodating with the other trades of the entire Capital Project. The final stages of paving and striping were completed last week completing the project.

The Locker Room Flooring project was completed on January 11th. The new floor looks great and provides a water tight, non-slip, great looking surface that is very comfortable to walk on and much easier to maintain. This is a highlight of the renovated locker rooms!

Project Status

Demolition – No more demolition, everything has progressed to construction and installation. Many items are wrapping up or already complete.

Construction – Plumbing fixtures were installed in the locker rooms the week of January 14th – 18th. Most all equipment is installed and running. The boiler system was turned on and has been running since Monday the 14th heating the building only. Tile work was completed last week. Flooring is scheduled to take a week and begin on the January 21st. The pool liner will be installed in conjunction with the heat exchanger project soon after flooring is complete. There are still many details that need to be completed both by contractors and in-house by staff however, things are coming together nicely.

Staff are coordinating with McKinstry for the addition of a few sound abatement hanging baffles that will also serve as backstroke lane guides. These will hang from the ceiling over the deep end of the pool. These were able to be purchased, along with all the additional flooring, from the savings gleaned from the five Allotted Projects that staff have done. A new reception and lobby social area are also being purchased from the same savings.

Schedule – Due to the long lead time on the replacement of the heat exchanger (an unforeseen condition), project completion is being pushed back a couple weeks for the soft opening. Given the current delivery and installation times predicted for the heat exchanger and associated work construction is slated for completion no sooner than February 19, 2013 (Attachment 1). Once completed, then there will be an additional two weeks to get part-time staff trained and scheduled for a soft opening on March 4, 2013 which will be a modified schedule based on part-time staff availability.

The Grand Re-Opening is scheduled for April 20, 2013 in concurrence with the nation-wide aquatics event, April's Pool's Day. This will be a great time to celebrate the completion of the capital project and use an already existing communication stream to spread the word on the newly renovated Tukwila Pool.

RECOMMENDATION

No recommendation at this time.

ATTACHMENTS

Email from Parks and Recreation Director to MPD Board on Heat Exchanger Issue (dated 1/7/13)

Rick Still

From: Rick Still
Sent: Monday, January 07, 2013 4:02 PM
To: Verna Seal; Allan Ekberg; Kathy Hougardy; Joe Duffie; Kate Kruller; Dennis Robertson; De'Sean Quinn
Cc: David Cline
Subject: MPD Capital Update

Dear MPD Board members,

We have confirmed that the heat exchanger should be delivered on January 25th.

The later delivery date will cause our "soft" opening of the pool to be no sooner than February 19th. Depending upon the response from the registered participants, the first lessons in the "new" pool may be postponed until the March cycle. This has not been determined yet.

Currently, the Grand Re-opening is tentatively scheduled for April Pools Day on April 20th.

More detailed information:

- The heat exchanger warms the pool water on a closed recirculating system.
- The heat exchanger is budgeted to be replaced in 2018 (in the 20-year financial plan).
- During construction it was determined that the heat exchanger has holes in it and is leaking - breaking the closed recirculating system. This does not meet the health department code and is not very efficient. The heat exchanger needs to be replaced.
- Various alternative heat exchangers were identified and researched.
- A similar heat exchanger was selected and ordered.
- The new heat exchanger should arrive on January 25th.
- The delay of the "soft" opening is due to the sequence of various types work that needs to be completed after the heat exchanger is installed (pool liner, water treatment, control systems quality control, bulkhead installation, pool cover, etc.).
- Staff will inform participants that are registered for the first set of lessons in February, an informational email will go out to all those on our distribution list, a notice will be posted on the MPD and MPD construction update web pages, a sign/poster will be placed at the Pool, TCC and City Hall.

Sincerely,
Rick

Rick Still, Director

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Peggy McCarthy, Finance Director

DATE: January 16, 2013

SUBJECT: Capital Financing

ISSUE

Consider a revised financing structure for the capital project.

DISCUSSION

The MPD entered into an interlocal agreement with the City of Tukwila on November 19, 2012 for the purpose of obtaining financing for the pool capital project. At that time, a public bond sale with a 15 year payback period was contemplated. The bonds were scheduled to be sold on December 20, 2012. However, on the proposed sale date, volatility in the bond market and a lack of demand for bonds in general, and for smaller bond issues in particular, created a poor sale environment and the City made the decision to postpone the bond sale until 2013. In the meantime, other financing sources were considered and a private bond placement with Cashmere Valley Bank was identified as a beneficial alternative.

With a private bond sale to Cashmere Valley Bank, the bond proceeds would total \$1,000,000, annual debt service would be \$113,130 paid in semi-annual payments of \$56,565 over a 10 year term; and the interest rate would range from 1.75% per annum to 4.00% per annum over the term of the debt. Early payoff would be allowed at any time with no pre-payment penalties.

The chart below compares the terms of a Cashmere Valley Bank private bond sale with a public sale through Seattle Northwest Securities.

Terms	SCENARIO 1 -- Private Bond Sale with Cashmere Valley Bank (a)	SCENARIO 2 -- Public Bond Sale through Seattle Northwest Securities (b)
Proceeds	\$1,000,000	Not to exceed \$1,100,000
Issuance costs paid from bond proceeds	\$20,000 estimate	\$32,500 estimate
Net proceeds (c)	\$ 980,000	\$1,000,000 approximately
Term	10 years	15 years
Annual debt service	\$113,130	\$85,880 average
Pre-payment	Any time without penalty	After 10 years
Total debt service	\$1,131,285	\$1,288,211
Savings estimate (d)	\$136,926	

- (a) Based on the draft Bond Purchase Agreement (see attachment).
- (b) Estimated based on market conditions on January 3, 2013 (see attachment).
- (c) Net proceeds equal bond proceeds less cost of issuance paid from proceeds.
- (d) Savings is computed as the difference between the total debt service of Scenario 1 and Scenario 2, less the \$20,000 additional proceeds received in Scenario 2 (\$1,288,211 - \$1,131,285-\$20,000).

To determine the affordability of the higher annual debt service of \$113,130, the MPD 20-year plan was updated with this debt service amount and term, and for property tax revenue (the levy amount confirmed in December by the King County Assessor's office) and a more accurate estimate of the beginning 2013 fund balance. With these changes incorporated into the plan, the MPD meets its ending fund balance reserve requirements in all years of the 20-year plan except year 2021 and 2022 when the fund balances of \$145,221 and \$127,278 are \$20,846 and \$36,143 less than the targeted fund balance minimum of \$166,066 and \$163,421. However, in addition to these funds (\$145,221 at 2021 and \$127,278 at 2022), the Capital Reserve fund will have a balance of \$270,000 at 2021 and \$300,000 at 2022 if the \$30,000 annual reserve funding is accomplished. The Capital Reserve funds could be used for general MPD uses if the need arises.

FINANCIAL IMPACT

The cost savings to the MPD of the bond private placement financing with Cashmere Valley Bank is estimated at \$137,000.

DISCUSSION

A private bond sale to Cashmere Valley Bank under the terms described in this memo would save the MPD approximately \$137,000. The modified repayment plan appears affordable based on the MPD 20-year plan and the debt can be paid off at any time without penalty. For these reasons, it is considered in the best interest of the City of Tukwila and the Tukwila Metropolitan Park District for the City to adopt the draft bond ordinance and obtain capital project financing through a private bond sale to Cashmere Valley Bank.

Should the Council approve the bond ordinance, an addendum to the November 19, 2012 MPD Capital Financing Interlocal Agreement will be prepared to incorporate the revised bond ordinance number, bond issuance name, and revised repayment schedule into the agreement.

RECOMMENDATION

This is for information only. The Board may be asked at a future Board meeting to approve an addendum to the Capital Financing Interlocal Agreement incorporating a revised bond ordinance number, bond issue description, and revised repayment schedule into the agreement.

ATTACHMENT

- Draft Bond Purchase Agreement – Cashmere Valley Bank
- Seattle Northwest Securities Debt Service Schedule - based on market conditions on January 3, 2013



January 22, 2013

Honorable City Council
City of Tukwila
6200 Southcenter Blvd
Tukwila, WA 98188

Honorable Council Members,

Thank you for the opportunity to propose an offer to purchase the City of Tukwila, King County, Washington, Limited Tax General Obligation Bond, 2013, (the "Bond"). Cashmere Valley Bank (the "Bank") has approved the borrowing outlined in this commitment letter under the following terms:

1. Borrower: City of Tukwila, King County, Washington (the "City").
2. Amount: \$1,000,000
3. Form: Fully registered, bank-qualified tax-exempt limited tax general obligation bond issued by the City and purchased by the Bank at private sale.
4. Purpose: For the purpose of making improvements to the Tukwila Metropolitan Park District swimming pool and to pay related costs of issuance of the Bond.
5. Bond Terms:
 - a) Interest Rate:

From the Date of Delivery through and including November 30, 2015, the unpaid principal amount of the Bond will bear interest at a fixed rate of 1.75% *per annum*. Commencing on December 1, 2015, through and including November 30, 2018, the unpaid principal amount of the Bond will bear interest at a fixed rate of 2.85% *per annum*. Commencing on December 1, 2018, through and including December 1, 2022 (the "Maturity Date"), the unpaid principal amount of the Bond will bear interest at a fixed rate of 4.00% *per annum*. Interest will be computed on

the basis of a 360-day year consisting of twelve 30-day months. The Bond will be dated the Date of Delivery and will bear interest from its date.

b) Terms:

Approximately equal semiannual installments of principal and interest will be due June 1 and December 1, beginning June 1, 2013 to the Maturity Date or earlier prepayment. A debt service schedule describing the above installments of principal and interest on the Bond is attached hereto as Exhibit A and incorporated herein by this reference. The final installment payment of principal of and interest on the Bond, whether on the Maturity Date or upon prepayment, shall be in an amount equal to the remaining principal and interest due on the Bond. The Bond Registrar and Paying Agent will be the City of Tukwila.

c) Security

The City will irrevocably covenant for as long as the Bond is outstanding and unpaid, that each year it will include in its budget and levy an *ad valorem* tax, within and as a part of the tax millage levy permitted to cities without a vote of the electorate, upon all the property within the City subject to taxation in an amount which will be sufficient, together with all other funds of the City which may legally be used and which the City may apply for such purposes to pay the principal of and interest on the Bond as the same shall become due and payable.

d) Transferability

The Bank will hold this Bond with no intent to sell or transfer. The Bond may be transferred only in whole, subject to the Bank Representations set forth in Section 9 herein, and as provided in the authorizing ordinance (the "Bond Ordinance") to be adopted by the City Council of the City (capitalized terms used herein will have the meanings given them in the Bond Ordinance), and the Bond Ordinance is by this reference incorporated herein.

6. Prepayment: The outstanding principal amount of the Bond may be prepaid in whole or in part at any time prior to the Maturity Date at par plus accrued interest to the date of prepayment. The City will provide the Bank with written notice of any intended prepayment at least 15 days prior to such prepayment date. At any time there is a partial prepayment, the remaining semiannual installment payments shall be recalculated as mutually agreed upon, in writing, by the City and the Bank to reflect either a reduction in the semiannual payment amount, or the earlier maturity date of the Bond. Within seven (7) business days of prepayment, the Bank shall provide to the City and the Bond Registrar a recalculated payment schedule.

7. Fees: There is no loan fee due to the Bank. The City is responsible for all other costs of issuance of the Bond. An amount of \$ 18,900, representing fees and costs of bond counsel, will be withheld from Bond proceeds and wire transferred, on behalf of the City, directly to bond counsel at closing.
8. Additional Terms: The Bond documents will be in the standard forms customarily required by the Bank for municipal funding and will include additional terms and conditions not discussed above. The City will designate the Bond as a "qualified tax-exempt obligation" under Section 265(b) (3) of the Internal Revenue Code of 1986, as amended, for investment by financial institutions. The City will provide its annual financial report to the Bank during the period the Bond is outstanding and held by the Bank. At the date of closing the Bond, the financial condition and credit of the City and all other features of this transaction will be as represented to the Bank without material adverse change. In the event of adverse material changes in the credit worthiness of the City, including litigation involving or claims filed against the City, this commitment will terminate upon notice by the Bank. This commitment is non-assignable by the City. This commitment supersedes any prior commitments, offers, or agreements, written or oral concerning this financing and can only be modified in writing.
9. Bank Representations: As a material inducement to the City's promise to sell the Bond to the Bank, the Bank hereby makes the following representations:
 - a) The Bank is a bank as defined in Section 3(a)(2) of the Securities Act of 1933, as amended, or a savings and loan association or other institution as defined in Section 3(a)(5)(a) of the Securities Act of 1933.
 - b) The Bank is sufficiently knowledgeable and experienced in financial and business matters, including the purchase and ownership of debt securities, to be able to evaluate the risks and merits of the investment represented by the purchase of the Bond, and it is capable of and has made its own investigation of the City and the use of the Bond proceeds in connection with its decision to purchase the Bond. The Bond is being acquired by the Bank for investment and not with a view to, or for resale in connection with, any distribution of the Bond, and the Bank intends to hold the Bond for its own account and for an indefinite period of time, and does not intend at this time to dispose of all or any part of the Bond. The Bank understands that it may need to bear the risks of this investment for an indefinite time, since any sale prior to maturity may not be possible.
 - c) The Bank acknowledges that (i) it has received a copy of the Bond Ordinance and all other documents, certificates and instruments with respect to the Bond and the transactions contemplated thereby that it deems necessary to make a decision with respect to an investment in the

Bond and (ii) it is familiar with the conditions, financial and otherwise, of the City and understands the security pledged for payment of the Bond. Further, the Bank understands and acknowledges that, among other risks, principal of and interest on the Bond is payable solely from the sources described in the Bond Ordinance. The Bank has made such inquiry with respect to all of the foregoing as it believed to be desirable for its purposes.

- d) It is acknowledged that no official statement, offering circular or other securities disclosure document has been provided by the City, and that any written information furnished by the City or any other party to the transaction does not purport to fully disclose all information pertinent to the Bond. In entering into this transaction, the Bank has not relied upon any representations or opinions made by the City relating to the legal consequences or other aspects of the transaction, nor has it looked to, nor expected, the City to undertake or require any credit investigation or due diligence reviews relating to the City, its financial condition or business operations, the use of the Bond proceeds, or any other matter pertaining to the merits or risks of the transaction, or the adequacy of the funds pledged to secure repayment of the Bond.
 - e) The Bank has independently evaluated the factors associated with its investment decision. The Bank has been given full and complete access to and has been furnished with all information requested by the Bank regarding the City and the use of the Bond proceeds, and has conducted such other investigations relating to the City, the use of the Bond proceeds and the Bond, as in the opinion of the Bank was necessary in connection with its purchase of the Bond.
 - f) The Bank will not transfer the Bond to a subsequent investor unless the Bank causes such investor to receive such information regarding the City and the Bond as is necessary to comply with Rule 10b-5 of the Securities and Exchange Commission. The Bank agrees to indemnify the City and all of its agents and attorneys, with respect to any claim asserted against the City or any of its agents or attorneys that is based on or related to the Bank's sale, transfer or other disposition of the Bond, other than any claim that is based upon the willful misconduct of the City or any of its agents or attorneys.
10. Closing: The Bond is anticipated to close on or about February 1, 2013.
11. Acceptance: This commitment is not binding unless the City signs and returns this letter to the Bank prior to the close of business on January 30, 2013 at which time the commitment will expire without notice. If, after acceptance, the Bond has not closed by February 15, 2013, this commitment will expire without notice.

ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW.

Thank you for this opportunity to work with the City.

Sincerely,

CASHMERE VALLEY BANK



Ron Olsen
Director Municipal Services

Acknowledged and accepted this 22nd day of January, 2013

CITY OF TUKWILA
KING COUNTY, WASHINGTON

By: _____

Title: _____

cc: Alice Ostdiek, Foster Pepper

EXHIBIT A

<u>Payment Period</u>	<u>Beginning</u>	<u>Principal</u>	<u>Interest Rate</u>	<u>Interest</u>	<u>Ending</u>	<u>Cash flow</u>
02/01/13					1,000,000.00	1,000,000.00
06/01/13	1,000,000.00	(50,731.67)	1.75%	(5,833.33)	949,268.33	(56,565.00)
12/01/13	949,268.33	(48,258.90)	1.75%	(8,306.10)	901,009.43	(56,565.00)
06/01/14	901,009.43	(48,681.17)	1.75%	(7,883.83)	852,328.26	(56,565.00)
12/01/14	852,328.26	(49,107.13)	1.75%	(7,457.87)	803,221.13	(56,565.00)
06/01/15	803,221.13	(49,536.82)	1.75%	(7,028.18)	753,684.31	(56,565.00)
12/01/15	753,684.31	(49,970.26)	1.75%	(6,594.74)	703,714.05	(56,565.00)
06/01/16	703,714.05	(46,537.07)	2.85%	(10,027.93)	657,176.98	(56,565.00)
12/01/16	657,176.98	(47,200.23)	2.85%	(9,364.77)	609,976.75	(56,565.00)
06/01/17	609,976.75	(47,872.83)	2.85%	(8,692.17)	562,103.92	(56,565.00)
12/01/17	562,103.92	(48,555.02)	2.85%	(8,009.98)	513,548.90	(56,565.00)
06/01/18	513,548.90	(49,246.93)	2.85%	(7,318.07)	464,301.97	(56,565.00)
12/01/18	464,301.97	(49,948.70)	2.85%	(6,616.30)	414,353.27	(56,565.00)
06/01/19	414,353.27	(48,277.93)	4.00%	(8,287.07)	366,075.34	(56,565.00)
12/01/19	366,075.34	(49,243.49)	4.00%	(7,321.51)	316,831.85	(56,565.00)
06/01/20	316,831.85	(50,228.36)	4.00%	(6,336.64)	266,603.49	(56,565.00)
12/01/20	266,603.49	(51,232.93)	4.00%	(5,332.07)	215,370.56	(56,565.00)
06/01/21	215,370.56	(52,257.59)	4.00%	(4,307.41)	163,112.97	(56,565.00)
12/01/21	163,112.97	(53,302.74)	4.00%	(3,262.26)	109,810.23	(56,565.00)
06/01/22	109,810.23	(54,368.80)	4.00%	(2,196.20)	55,441.43	(56,565.00)
12/01/22	55,441.43	(55,441.43)	4.00%	(1,108.83)	-	(56,550.26)
				<u>(131,285.26)</u>		

BOND DEBT SERVICE


City of Tukwila, Washington
Proposed Limited Tax General Obligation Bonds, 2013
PRELIMINARY NUMBERS

Period Ending	Principal	Coupon	Interest	Debt Service
12/01/2013	45,000	2.000%	29,561.11	74,561.11
12/01/2014	55,000	2.000%	33,100.00	88,100.00
12/01/2015	55,000	2.000%	32,000.00	87,000.00
12/01/2016	55,000	3.000%	30,900.00	85,900.00
12/01/2017	55,000	3.000%	29,250.00	84,250.00
12/01/2018	60,000	3.000%	27,600.00	87,600.00
12/01/2019	60,000	4.000%	25,800.00	85,800.00
12/01/2020	65,000	4.000%	23,400.00	88,400.00
12/01/2021	65,000	4.000%	20,800.00	85,800.00
12/01/2022	70,000	4.000%	18,200.00	88,200.00
12/01/2023	70,000	4.000%	15,400.00	85,400.00
12/01/2024	75,000	4.000%	12,600.00	87,600.00
12/01/2025	75,000	4.000%	9,600.00	84,600.00
12/01/2026	80,000	4.000%	6,600.00	86,600.00
12/01/2027	85,000	4.000%	3,400.00	88,400.00
	970,000		318,211.11	1,288,211.11

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: January 16, 2013

SUBJECT: 2013 Tukwila Pool Fees Increase

ISSUE

Fees increase for Tukwila Pool programs and rentals.

BACKGROUND

In December 2011, the Board reviewed user fees and approved an increase of selected non-resident user fees. At that time, the Board determined it would be best to review the fees again, at a later date, to decide if fees should change for all users upon the completion of the Capital Improvement Project.

As part of the 2012 MPD Long Term Agenda and Work Plan, a preliminary review of 2012 Tukwila Pool Programs and User Fees was presented at the September 12th Board meeting. The Board requested the Tukwila Pool Advisory Committee (TPAC) to review the fees and prepare a recommendation for the November MPD Board meeting.

At the November 19, 2012 MPD Board meeting there was consensus to have staff return to the January 2013 Board meeting for Board Discussion and additional information on the proposed fee increase and a modified proposed fee increase spreadsheet.

DISCUSSION

During the establishing phases of the MPD, pool users stated that they would be willing to pay more for the use of the pool to keep the pool open. Residents are paying more for the pool through taxes and non-resident fees were increased last year. The Board may consider establishing the purpose and process for determining fee increases. The two main reasons for increasing pool use fees are 1) to generate more revenue and 2) to keep current with the market.

- 1) The revenue assumption included in the 20-year Financial Plan includes a 1% growth in pool use revenue. Pool use revenue can be increased by two methods: increased fees or increased participation. In 2012, both methods were utilized; the Board made modest fee increases to non-resident use and there were record numbers of users in the pool in 2012. These two methods generated a total of 33% over the projected revenue goal which was the third best year in the history of the pool achieved in just ten months of operations.

Looking forward to 2013, and the two methods to increase pool use revenue, it is expected that pool participation will continue to grow due to additional marketing and the anticipation and excitement of having a newly renovated pool. However, there is currently not a plan in place for increasing fees. It is a goal and desire to have a consistent fee increase schedule. This would allow for public awareness of fee increases and aid in having a planned, intentional marketing strategy.

The following are additional factors to be considered when looking at fee increases:

- Resident fees should be lower than non-resident fees because residents pay taxes to keep the pool open.
- Drop-in fees should be on the higher end to encourage purchasing a pass. Pass purchases saves staff time, reduces cash transactions, and provides valuable information about the pass holder, for marketing and statistical analysis.
- January is the start of the fiscal year and there are set revenue projections in the budget. Changing fees part way through the fiscal year creates complications for the revenue projections and budget planning.
- It takes time to gather all the needed information to rightly plan and make a fee increase schedule.

- 2) Conducting a market analysis this summer, would gain valuable information needed to create a foundation or starting point to make a set fee increase schedule. A market study is a good indicator to show that our fees are competitive with local pool service providers. The optimal goal to achieve after conducting a market analysis is to determine that the price paid for services provided is a good value and takes into consideration what makes the most sense for our users and situation. After conducting this research, proposed fees can be displayed and discussed at the pool with a recommendation at the August Board meeting to implement a fee increase effective January 1, 2014.

If that timeline is followed as outlined above, then the fee increase would also be happening in concurrence with the Parks and Recreation Brochure, which could be utilized to promote, inform, and advertise the new fees.

Attached is the requested modified spreadsheet:

The MPD Board is being asked to consider the two following questions:

Question 1 - Should the MPD Board implement a fees increase?

Option 1

Continue to utilize the current user fees.

Option 2

Implement a fee increase according to the proposed increases demonstrated in attachments A and B that includes the following:

- Increase all pass fees by approximately 5% (rounding to the nearest dollar) with the exception of Non-Resident 10 punch cards. Non-Resident 10 punch cards should remain at current rates as they are already equal to 10 drop in visits.
- Increase Party Rentals by approximately 5%.
- Increase Resident individual lane rentals to Non-resident individual lane rates. This increase will bring rates closer to regional lane rental rates yet Tukwila will continue to remain slightly below the average.

Recommendation: Staff recommends Option 1, continue to use current user fees.

Question 2 - When should the MPD Board implement fee increases?

Option 1

Implement a fee increase in May 2013 to coordinate with the Tukwila Parks and Recreation program guide. An increase implemented at this time would result in approximately \$3280 in additional revenue for 2013. \$3280 is based upon prorating 8 months of additional revenue.

Option 2

Implement a fee increase in September 2013 to coordinate with the Tukwila Parks and Recreation program guide. An increase implemented at this time would result in approximately \$1640 in additional revenue for 2013. \$1640 is based upon prorating 4 months of additional revenue.

Option 3

Implement a fee increase in January 2014 to coordinate with the Tukwila Parks and Recreation program guide. An increase that goes into effect in January 2014 will not impact the 2013 revenue however will enable staff to focus on increasing patronage without implementing fee increase. Additionally, waiting until January 2014 to implement a fee increase will have the least impact upon patrons, who were greatly impacted by the recent closure and for residents the added issue of the pool already being a relatively new tax.

Recommendation: Staff recommends Option 3, a fee increase to occur in January of 2014 to allow staff time to conduct a market analysis as a form of benchmarking and create a foundation for planned fee increase schedule.

RECOMMENDATION

TPAC: At the November 10, 2012 TPAC meeting, a motion was passed to recommend the MPD Board adopt and implement the recommended fee increase effective May 2013 (Attachment C).

STAFF: Continue to use current 2012 user fees throughout the rest of the year and conduct a market analysis this summer to aid in creating a planned fee increase schedule with the first increase effective January of 2014.

If it is the desire of the Board to raise fees effective May, a motion will be needed at this January Board Meeting, to allow time to incorporate the fees into the Recreation Brochure.

ATTACHMENT

Attachment A – User Fees Spreadsheet (9/17/12)

Attachment B – Pass Sales/Projected Revenue

Attachment C – TPAC Recommendation (11/14/12)

Current Fee Schedule and 2013 Proposed Schedule

Fee Type	Tukwila Resident Note: fee was not changed in 2012	Proposed 2013 Resident Fee	Early 2012 Tukwila Non-Resident	2012 Non-Resident Fee Note: new fee structure was implemented in early 2012	Proposed 2013 Non-Resident Fee	Industry Average (average compiled with data from seven surrounding pools)
Adult Drop-in	\$4.00	\$4.00	\$4.00	\$5.00	\$5.00	\$4.22
Youth/Sr Drop-in	\$3.00	\$3.00	\$3.00	\$4.00	\$4.00	\$3.48
Adult H2OX Drop-in	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.54
Sr. H2OX Drop-in	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.12
Youth 10 Punch Public Swim	\$27.00	\$28	\$27.00	\$30	\$30	\$33.29
Adult 10 Punch Public Swim	\$36.00	\$38	\$36.00	\$40	\$40	\$38.81
Senior 10 Punch Public Swim	\$27.00	\$28	\$27.00	\$30	\$30	\$30.73
Youth 1 Month Pass	\$28.00	\$29	\$31.00	\$35	\$37	\$34.75
Adult 1 Month Pass	\$39.00	\$41	\$43.00	\$49	\$52	\$50.50
Sr. 1 Month Pass	\$28.00	\$29	\$31.00	\$35	\$37	\$34.75
Youth 3 Month Pass	\$66.00	\$69	\$73.00	\$83	\$87	\$103.53
Adult 3 Month Pass	\$105.00	\$110	\$115.00	\$132	\$139	\$142.55
Sr. 3 Month Pass	\$66.00	\$69	\$73.00	\$83	\$87	\$93.03
Youth 12 Month Pass	\$187.00	\$196	\$205.00	\$236	\$247	\$277.94
Adult 12 Month Pass	\$308.00	\$323	\$339.00	\$388	\$407	\$386.72
Sr. 12 Month Pass	\$187.00	\$196	\$205.00	\$236	\$247	\$226.94
Adult H2OX 10 visit	\$52.00	\$55	\$52.00	\$60	\$60	\$59.70
Sr. H2OX 10 visit	\$42.00	\$44	\$42.00	\$50	\$50	\$44.77
Swim Lesson (\$/class)	\$5.50	\$5.50	\$6.00	\$6.50	\$6.50	\$7.88
Private Lessons	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00	\$30.44
Semi Private Lessons	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00	\$28.50
Party Rental (1-25 ppl) /hr	\$110.00	\$116.00	\$110.00	\$140.00	\$140.00	\$123.67
Party Rental (26-60 ppl) /hr	\$135.00	\$140.00	\$135.00	\$170.00	\$170.00	\$162.08
Party Rental (60-90 ppl) /hr	\$160.00	\$168.00	\$160.00	\$200.00	\$200.00	\$180.56
Party Rental (90-120ppl) /hr	\$185.00	\$195.00	\$185.00	\$235.00	\$235.00	\$217.57
Party Rental (120-150ppl) /hr	\$210.00	\$220.00	\$210.00	\$265.00	\$265.00	\$253.71
Party Room 1/hr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.56
Lane Rental/hr - Schools	\$9.00	\$12.00	\$9.00	\$12.00	\$12.00	\$13.38
Lane Rental/hr - Swim Team	\$8.00	\$11.00	\$8.00	\$11.00	\$11.00	\$12.05

Note: All fees remain lower than the industry average with the exception of drop-in rates as staff are encouraging the purchase of a pass vs. utilizing the drop-in rate.

Comparison of 2011 Tukwila Pool Pass sales and revenues with Proposed 2013 Tukwila Pool Pass rates and projected revenues

Fee Type	2011				2013				Total projected revenue increase			
	# Resident Purchased	Resident Rate	Revenue	# Non Resident Purchased	Non-Resident Rate	Revenue	Total Revenue	Proposed Resident Rate		Projected Resident Revenue change	Proposed Non-Resident Rate	Projected Non Res. revenue change
Youth 10 Punch Public Swim	27	\$27	\$729	14	\$27	\$378	\$1,107	\$28	\$27.00	\$30	\$42.00	\$69.00
Adult 10 Punch Public Swim	125	\$36	\$4,500	99	\$36	\$3,564	\$8,064	\$38	\$250.00	\$40	\$396.00	\$646.00
Senior 10 Punch Public Swim	75	\$27	\$2,025	131	\$27	\$3,537	\$5,562	\$28	\$75.00	\$30	\$393.00	\$468.00
Youth 1 Month Pass	35	\$28	\$980	11	\$31	\$341	\$1,321	\$29	\$35.00	\$37	\$66.00	\$101.00
Adult 1 Month Pass	71	\$39	\$2,769	25	\$43	\$1,075	\$3,844	\$41	\$142.00	\$52	\$225.00	\$367.00
Sr. 1 Month Pass	34	\$28	\$952	45	\$31	\$1,395	\$2,347	\$29	\$34.00	\$37	\$270.00	\$304.00
Youth 3 Month Pass	4	\$66	\$264	2	\$73	\$146	\$410	\$69	\$12.00	\$87	\$28.00	\$40.00
Adult 3 Month Pass	18	\$105	\$1,890	13	\$115	\$1,495	\$3,385	\$110	\$90.00	\$139	\$312.00	\$402.00
Sr. 3 Month Pass	15	\$66	\$990	30	\$73	\$2,190	\$3,180	\$69	\$45.00	\$87	\$420.00	\$465.00
Youth 12 Month Pass	0	\$187	\$0	0	\$205	\$0	\$0	\$196	\$0.00	\$247	\$0.00	\$0.00
Adult 12 Month Pass	4	\$308	\$1,232	4	\$339	\$1,356	\$2,588	\$323	\$60.00	\$407	\$272.00	\$332.00
Sr. 12 Month Pass	26	\$187	\$4,862	25	\$205	\$5,125	\$9,987	\$196	\$234.00	\$247	\$1,050.00	\$1,284.00
Adult H2OX 10 visit	10	\$52	\$520	23	\$52	\$1,196	\$1,716	\$55	\$30.00	\$60	\$184.00	\$214.00
Sr. H2OX 10 visit	18	\$42	\$756	24	\$42	\$1,008	\$1,764	\$44	\$36.00	\$50	\$192.00	\$228.00
Grand Total	462		\$22,469	446		\$22,806	\$45,275		\$1,070		\$3,850	\$4,920.00

Year Revenue Goal*	\$205,000
% of yearly revenue goal	2.40%
growth required by budget	2.50%

* assumption of 12 month year

INFORMATIONAL MEMORANDUM MPD

TO: Tukwila Pool MPD Board President

FROM: Bryan Nelson, Chair, Tukwila Pool Advisory Committee

DATE: November 14, 2012

SUBJECT: Fees Increase and Budget Recommendations

ISSUE

Tukwila Pool Advisory Committee (TPAC) Fees Increase and Budget Recommendations

DISCUSSION

TPAC has thoroughly reviewed and discussed Fees Increase materials and the 2013-2014 MPD Budget at their October 2nd, November 7th, and November 10th meetings. The following is TPAC's recommendations:

Fees Increase: At the November 10, 2012 TPAC meeting, a motion was passed to recommend the MPD Board adopt and implement the recommended fee increase effective May 2013.

2013 Budget: At the November 10, 2012 TPAC meeting, a motion was passed to recommend the MPD Board adopt the 2013 Budget as presented with the following requests:

- Addition of a line item for a scholarship program (\$5,000) with recommended details/guidelines to be worked out by TPAC, Staff and MPD Board in the future.
- Budget includes/assumes similar programs and scheduling as 2012, with a minimum of three special events.

RECOMMENDATION

Please consider TPAC's recommendations as you move forward with determining a fees increase and passing the 2013 MPD Budget.

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President and Board Members

FROM: Lisa Marshall, TPMPD Attorney

DATE: January 15, 2013

SUBJECT: Method of Appointment of President and Clerk of the TPMPD Board

ISSUE

Whether the TPMPD Board should change the method of appointment of Board President and Board Clerk and if so, whether the Board should move to suspend the requirements of Resolution No. 1 Section 4 during 2013 in order to give the Board time to assess the manner in which appointment of officers shall occur?

FINANCIAL IMPACT

There is no known financial impact of this issue.

BACKGROUND

TPMPD Resolution No.1 Section 4 states as follows:

Section 4. Officers – Election. At the last public meeting of the Park District in every year, the City Council, in its ex-officio capacity as the Park District Board, shall appoint the incoming Council President as the President of the Board, and the subsequent incoming Council President as the Clerk of the Board by majority vote of the quorum of the Park District Board in attendance at the meeting.

Pursuant to the language above, the responsibilities of the City Council Presidency and the Board Presidency belong to one person for a calendar year. During the December 17, 2012 meeting, the Board stated it would consider a change to the manner in which the Board President and Clerk are appointed so that one individual does not serve as both Council President and Board President simultaneously.

On December 17th 2012, the Board passed a motion requesting that staff return to the January 22, 2013 meeting with a proposed amendment to Resolution No. 1 outlining a new process for the appointment of officers. At that meeting the Board also passed a motion authorizing Board President Seal to act as Board President until Resolution No. 1 is amended.

DISCUSSION

During the December 17th 2012 TPMPD meeting, many options for an alternative method of appointment of officers were articulated. However, the Board did not reach a consensus on one method. The options that were discussed were as follows:

- Switching the rotation of officers such that the existing Board President becomes the MPD Clerk (in the following year) and the subsequent incoming Council President becomes the MPD President;
- Rotating presidential duties quarterly;
- Delaying the decision of appointment of officers due to the possibility that change of governance may occur;
- Pursuing this issue further at the Board Retreat;
- Gathering public input to inform any decision regarding appointment of officers;
- Suspending the current selection process for a year and then re-evaluating the issue.

Given the many alternatives to the existing manner of appointment of officers and the possibility that the Board may wish to gather public input and discuss the issue further, staff requests that the Board move to suspend the requirements of Resolution 1 Section 4 for 2013 and allow Board President Seal to continue to serve as Board President for 2013.

RECOMMENDATION:

Staff recommends the following motion: Move to suspend the requirements of Resolution 1 Section 4 for 2013 and allow current Board President Seal to remain Board President during 2013.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: Rick Still, Parks and Recreation Director

DATE: January 16, 2013

SUBJECT: **Sustain the Tukwila Pool, Pool Comparison Report**

ISSUE

Sustain the Tukwila Pool's Pool Comparison Report

FINANCIAL IMPACT

N/A

BACKGROUND

Sustain the Tukwila Pool (STP) offered to provide a comparison of neighboring pools. Attachment A indicates a preliminary overview of 10 different pools and their operating models. It is my understanding that a full report will be distributed at the Monday, January 22, 2013 MPD Board Meeting.

DISCUSSION

This data could be utilized as the Board considers options on how to proceed in determining the best operating model for the Tukwila Pool. This issue is tentatively scheduled for the Board Retreat on March 30, 2013.

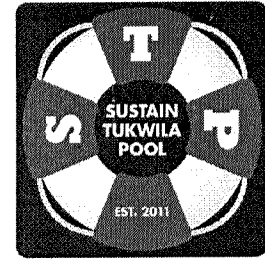
RECOMMENDATIONS

Per the MPD Board's motion at the December 17, 2012 meeting, the recommendation is to provide the STP Report to the TPAC for their recommendation.

ATTACHMENTS

Pool Comparison Report

To: **Tukwila Pool MPD Board President**
 From: **Sustain Tukwila Pool**
 Date: **January 22, 2013**
 Subject: **Pool Comparison Report**



ISSUE

Optimization of operations at the Tukwila Metropolitan Park District Pool.

BACKGROUND

The Sustain Tukwila Pool citizens group, in an effort to maintain a viable pool in the community, researched, assimilated and generated this Pool Comparison Report to present to the TMPD Commissioners, Tukwila Citizens and Tukwila Pool Patrons.

DISCUSSION

This report includes a comparison of nine pools, in addition to Tukwila, focusing on pool operations.

- To be consistent, the most current brochures and fee schedules were used from Fall 2012.
- The report provides 2011 finances; the last full year with complete reporting.
- The report compares six different operating models. (See below)

	Operation Model
Tukwila Pool	3rd Party Vendor (City of Tukwila Staff)
Bainbridge Island Aquatic Center	Metropolitan Park and Recreation District Staff
(Des Moines) Mt. Rainier Pool	Public/Private Partnership with a Private, 3rd Party Operator
Evergreen Pool	Public/Private Partnership with a Non-Profit, 3rd Party Operator
Federal Way Community Center Pool	City of Federal Way Staff
(Issaquah) Julius Boehm Pool	City of Issaquah Staff
Kent Meridian Pool	Public/Private Partnership with a Private, 3rd Party Operator.
(Mercer Island) Mary Wayte Pool	Public/Private Partnership with a Private, 3rd Party Operator
(Renton) Lindbergh Pool	Renton School District
(Seattle) Southwest Pool	City of Seattle Staff


RECOMMENDATION

Sustain Tukwila Pool recommends that the Board of Commissioners move deliberately toward reviewing and adopting an alternative operating model and best operating practices. It is recommended that the model and practices selected are cost effective, efficient, sustainable, and valuable to the community and pool patrons, and ensure a viable community pool in the future.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: January 16, 2013

SUBJECT: Staff Report

ISSUE

Staff update on 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: For more detailed information see the Capital Project Update Memo (agenda item # 4a) The "Parking Lot & Access Improvements" project is complete and permits have been issued for the "Roof" project. Nearly all equipment is installed and operating, the boiler system has been on since January 14th. Tile work is complete and locker room floor resurfacing is also complete. The pool liner will be installed in conjunction with the heat exchanger in the coming weeks.

Marketing

The Pool Marketing Team meets regularly to work on projects related to the Pool, as well as planning and promoting the Grand Re-Opening Event. Staff has been producing the Tukwila Pool e- newsletter, managing the Project Update Page and overseeing Tukwila MPD Facebook page. A special newsletter highlighting the opening dates of the pool was emailed on January 18, 2013.

Operations

Staff implemented a Lifeguard Training Course in late December and early January. There were 12 attendees, several have applied for lifeguard positions at the pool. Staff has been busy updating the pool's staff policy and procedure manual, planning summer programs and events and planning for the re-opening of the facility. The Tukwila Community Center continues to open at 5:30 AM as an early morning workout option for pool users who traditionally use the pool at that time of day. The 5:30 AM opening is proving to be an attractive workout time for the community as well.

Quarterly Report

Fourth quarter figures are still coming in, the report is scheduled to be delivered at the March meeting.

Long Term Agenda

A preliminary Long Term Agenda was distributed at the December 17, 2012 MPD Board Meeting. At that time the Board determined further discussion should occur at the Board Retreat. Staff is working from the long-term agenda until the Board provides further input after the Board Retreat scheduled for March.

February 19, 2013	No Meeting
March 18, 2013	Capital Projects Update and Closeout, Support Services 2012 Financial Report, Pool Operations Scope of Work, Marketing
March 30, 2013	Board Retreat
April 15, 2013	No Meeting

ATTACHMENTS

None

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

TO: Citizens Pool Advisory Committee
FROM: Bryan Nelson - Chair
DATE: 1/2/13
SUBJECT: Tukwila Pool Advisory Committee Meeting

If you are unable to attend, please notify Bryan at 206-931-1579

AGENDA

January 9th, 2013

7:00 AM

Meeting Location: Tukwila Community Center

Call to Order

Approval of Minutes – December 5, 2012

Business Items:

- 1) 5 min: Update on OPMA Training, Process for noticing meetings
- 2) 20 min: CIP Completion, Grand Opening Marketing updates (tagline/logo)
- 3) 45 min: Scholarship program: Goal is to be ready for opening on 2/4, so need to finalize a proposal at our meeting for the next MPD meeting in order to be implemented for opening. Please review discussion in minutes from last meeting around current process and options/questions for new program.
- 4) 20 min: Review MPD Long Term and TPAC Work Plan

Committee Reports

Citizen Comments

Staff Report

Other

Next Meeting: February 13, 2013

Adjournment

TUKWILA METROPOLITAN PARK DISTRICT
Tukwila Pool Advisory Committee

MINUTES, Approved January 9, 2013
Tukwila Community Center
Wednesday, December 5, 2012 7:00 AM

Attendance

Committee: Bryan Nelson, Jeri Frangello-Anderson, David Puki, Vida Verdier, Vanessa Zaputil - via telephone

Staff: Amy Kindell, Rick Still

Board Member: De'Sean Quinn

Call to Order: Bryan Nelson called the meeting to order at 7:03 AM.

Approval of Minutes: Committee Members reviewed the minutes from the November 7 & 10, 2012 meetings and made amendments to the November 7, 2012 minutes.

Committee member David Puki inquired as to the need for entry and exit times to be recorded in the minutes. Board Member Quinn shared the practice is standard and allows readers to know who participated in a conversation or decision making process. Vida Verdier also explained that the practice is outlined in Robert's Rules of Order.

Vida Verdier made a motion to approve the minutes as amended. Jeri Frangello-Anderson seconded the motion. The motion carried 5-0.

Business Items

1. Schedule for 2013 TPAC Meetings: De'Sean will most likely be the MPD commissioner joining us next year, so let's work with his schedule. –
The committee discussed with Board Member Quinn meeting dates and times for 2013. Board Member Quinn expressed that he would have challenged with an 8:30 AM end time. The committee planned to continue to meet at 7 am at the Tukwila Community Center two Wednesdays before the next Board Meeting.
2. Discussion on electing a TPAC Secretary for taking, managing meeting minutes, etc. –
Vanessa Zaputil made a motion to elect Jeri Frangello-Anderson to the position of TPAC secretary to take effect January 9, 2013. David Puki seconded the motion. The motion carried 5-0.
3. Rick/Amy: Update on Construction, Marketing, OPMA Training. –
Rick Still shared with the committee that the project is going well. The timing of trades, in order to complete the project in a timely fashion, is ongoing. He also shared that work will begin on the projects contracted to the City, both the Roof and front access way, will begin next week.

Amy Kindell shared with the committee that the Facebook page for the Pool will be going live with the next Pool Newsletter set to be sent out the coming Friday. She also shared that the Pool will be offering a Lifeguard Training Course over the December break to train potential

TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

new staff members. Information about the course has been disseminated throughout the community. The course is expected to fill.

Committee members inquired how many staff has been lost as a result of the closure. Amy Kindell responded that staffing levels are greatly reduced. She explained that daytime staff has been lost at nearly 100%, and evening staff have been lost by roughly half. The lifeguard class is part of the effort to recruit new staff.

Bryan Nelson brought up the volunteer painting parties and inquired if more work needed to be done. Vanessa Zaputil stated that the locker rooms were complete and no more volunteer work was needed. David Puki shared that Ace Hardware on International Blvd. was very generous in allowing TPAC to purchase painters tape at a reduced rate and were excited to do so as the request came from Board Member Kruller, who volunteered at the painting parties. The committee discussed the logistics of sending thank you notes to volunteers who participated in the painting parties. Rick Still told the committee that staff will draft and send a thank you note to volunteers. *January 9, 2013 Note: Vanessa Zaputil requested minutes state STP (Sustain the Tukwila Pool) organized the painting party. Staff clarified that it was TPAC's idea to host a Painting Party, the idea arose at a TPAC meeting, (when the capital project list was being determined) and it is staff's understanding that TPAC took the lead on the party as staff coordinated with a TPAC member.*

Rick Still responded to questions regarding OPMA training that details are still forthcoming and he would share them when dates and times have been finalized.

4. Clarification points for May proposed rate changes for Board. These should be captured in the minutes, but from Vanessa's brain/database: talked to seniors/participants, Kay attended our meetings and relayed no objections, Malcolm indicated that he felt there was not much resistance to increased rates, can help with funding scholarship program – Committee members discussed their opinions and justification surrounding their recommendation to the Board to increase prices in May 2013. Committee members sited reasons such as the ability to market the existing rates at the re-opening, their comfort with their recommendation based on discussions with community members, as well as the existence of the scholarship program.

There was consensus among the committee that they would like to see an increase in rates as close to the re-opening as feasible.

8:05 AM Rick Still exited the meeting.

5. Review/Update Long Term Agenda for TPAC. Need to add scholarship program.- Committee Members discussed the long term agenda and items they wish to work on during 2013, including tabled items from 2012, Gap Analysis, Community Outreach, and the Scholarship Program.

8:16 AM De'Sean Quinn exited the meeting.

TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

The committee requested staff provide them with a copy of the current scholarship program application and criteria for qualifying for scholarships at the Pool. The committee also requested an update from the Marketing Team regarding the grand re-opening.

Citizen Comments: None

Staff Reports:

Other:

Adjournment: Vida Verdier made a motion to adjourn the meeting. Jeri Frangelo-Anderson seconded the motion. The meeting was adjourned at 8:32 AM.

Next Meeting: Wednesday, January 9, 2012 7:00 AM, Tukwila Community Center

Minutes by ANK

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Bryan Nelson, Tukwila Pool Advisory Committee Chairman

DATE: January 16, 2013

SUBJECT: January TPAC Chairman's Report

ISSUE

High level summary of Jan TPAC Meeting and Next Steps

FINANCIAL IMPACT

N/A

BACKGROUND

1/7 TPAC meeting

DISCUSSION

At the 1/7 TPAC meeting:

- 1) Reviewed and discussed progress from the marketing committee as well as additional ideas around the logo, tagline, grand opening campaign, future promotions, etc. for the marketing committee to consider and present for the next TPAC meeting in Feb. Goal is to present recommendations to the MPD Board for the Feb MPD meeting (and further review/revisions at MPD Retreat).
- 2) Discussed the current scholarship program in place at the pool (as well as Hero program for Parks and Rec). Gathered several additional questions on how these are currently implemented (specifically selection criteria on income, coordination with School District, since majority of students would probably qualify for scholarship if already approved for free/reduced lunch, have access to students and better equipped to overcome language and paperwork/application barriers with parents, possibly streamlining Pool process and combining with Hero program, etc.

We will continue discussion at Feb TPAC Meeting with the additional information with goal of providing preliminary recommendation to MPD for the Feb MPD Meeting.

- 3) Future Agenda items (Feb) in addition to mentioned above include:
 - a. Review and provide feedback on STP's pool comparison
 - b. Review and provide suggestions on MPD Retreat Agenda

