


## INFORMATIONAL MEMORANDUM

### Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: February 13, 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 Project**

Staff has been completing many in-house projects in an effort to continue to save money and increase the overall scope of the project. In-house projects include:

- Bulkhead painting and made moveable
- Filter tank painted and filters changed out
- Painting: lobby, family changing rooms, offices, locker room (touch up, shower area ceilings, bench rails), supply/staff room.
- Small equipment and dispenser installation: paper towel, toilet paper, soap, mirrors, and benches.
- Lobby Social Area and Reception Desk: research, plan, and purchase of equipment and layout.
- Sound Baffle Installation: developed system and installed new sound baffles.
- Running network cable
- Door repair work
- General facility clean-up

Staff will begin training in the coming weeks to learn both the Sequence of Operations for the mechanical systems and the Maintenance and Operations for all equipment:

- HVAC system controls (virtual server interface and controls)
- Variable Frequency Drives (VFD's): one for natatorium AHU system motor and one for pool recirculation pump
- Boiler system pumps and valves
- Pool recirculation pump and valves
- BECSys5 chemical control system

- Plumbing faucets, showers, toilets
- New lighting fixtures
- Pool cover
- ADA pool chairlift
- Flooring and locker room wall products

### **Marketing**

Staff continues to take the lead with input and direction from the Pool Marketing Team to coordinate the following:

- Soft Opening Activities: Date: March 4, 2013: Join staff from 7:00 – 8:30am for tours, coffee/refreshments, and a swim. This is an informal drop-in event.
- Grand Opening Event & April Pools Day: Date: Saturday, April 20, 2013. Ribbon cutting ceremony followed by tours, demonstrations and refreshments. Event begins at 10:00am Staff has secured Olympian Kelly McCormick – Robertson, two time Pan American Games Gold Medalist and two time Olympic medalist, to joining us for the Ribbon Cutting. April Pools Day activities including water safety carnival and open swims 3-5pm. Invitations and promotional media will be distributed mid-March.
- e-Newsletter: Staff develop and distribute a monthly newsletter (one special edition newsletter was emailed in February). The e-newsletter is e-mailed to over 800 people. The February newsletter included a survey to gather that will assist staff in marketing the pool. Newsletter subscribers increase weekly.
- Facebook: Staff manages a pool Facebook page. The page continues to attract 'likes'. The page has garnered more than 90 likes to date. Staff has been posting daily to promote a countdown to the soft opening.
- Park and Recreation Brochure: Staff has worked to produce the summer brochure with added programs and offerings for summer 2013. Additional offerings include a female only Swim on Sunday afternoons, three special events: Splash into Summer on June 22, Scout Swim Day on July 20, Floating Movie Night on August 31, and Teen Late Night @ the Pool every Friday throughout the summer.
- Flyer Development: Staff is working to produce materials for the re-opening including: Tukwila Reporter half page advertisement, postcards, water bill insert, posters & fliers for posting in the community and at city facilities, and school districts fliers home with elementary school students.
- Scholarship Program: Staff and TPAC are currently reviewing and updating scholarship materials and procedures.
- Project Update Page: Staff continues to take photographs and make posting to the project update page between 2-5 times per week throughout the closure. The newest part of the page includes before, process and after photos of specific projects. You can see all the postings at [www.tukwilapool.org/projectupdates.html](http://www.tukwilapool.org/projectupdates.html)

### **Operations**

While the pool has been closed, regular full-time staff has completed the following:

- Lifeguard Training Course: staff implemented a lifeguard training course with 12 attendees participating. Several participants have since applied for lifeguard positions at the pool.
- March Lifeguard Training Course: Staff will be implementing March course, six people are on an interest list to participate as of February 13, 2013.

- Staff Training Program – Full Time Staff has developed and will implement a staff training program which will include administrative policy review, customer service, computer training, maintenance operations, opening/closing procedures, and general operations. In-service water trainings will include water rescues and lifeguarding procedures, CPR and First Aid skills, and emergency response procedures.
- Balance and Flexibility Class: Participation in the class Amy is teaching at Lindberg Pool has been strong. Regular Lindberg users have begun to join the class and intend to join the class at Tukwila Pool once the facility re-opens.
- Tukwila School District: Staff is meeting and working with TSD staff on the district level and at the high school to develop a plan and curriculum for swimming classes for Foster High School students during 1<sup>st</sup> and 6<sup>th</sup> period class beginning fall 2013. Staff has also met with Foster HS athletic director to discuss what offerings would be useful for coaches of non-aquatic teams such as track team injury prevention or rehab training.
- Rentals: Staff has booked four private rentals during the closure. Special interest group rentals include the Washington Kayak Club (booked fifteen rental dates) and staff is in communication with White Water Aquatic Club, Seattle Synchronized Swim Club and River Runners about 2013 rental dates and times at re-opening.
- Academy Schools: Pool staff has met with Academy School staff and we will teach swimming lessons in the mornings for their elementary students and afternoon lifeguard course and Guard Start programs for their high school and middle school students throughout spring 2013. We look forward to developing a long term relationship with this group.
- NeighborCare: NeighborCare plans to resume use once the pool re-opens. Patients will be able to utilize Tukwila Pool for \$1 if they register in advance with a NeighborCare provider. NeighborCare subsidizes the remaining amount of the drop in fee. NeighborCare is also partnering with the Pool to offer full swimming lessons scholarships for their participants.
- Course Registrations: Staff has booked over 50 registrations for swimming classes and Lifeguard Class during the closure. Staff has also transferred all registrations for February lessons to March classes.
- Red Cross Water Safety Instructor Trainer Course: Amy is working to earn this certification. She is working through the Instructor Trainer program with other area Red Cross Instructor Trainers including our own Malcolm Neely. This is a vigorous training course and will be a great benefit to our swimming lesson instructor team.

### 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.

<b>March 18, 2013</b>	Capital Projects Update and Closeout, Support Services 2012 Financial Report, Pool Operations Scope of Work, Marketing
<b>March 30, 2013</b>	Board Retreat
<b>April 15, 2013</b>	No Scheduled Meeting
<b>May 20, 2013</b>	Capital Project Update and Project Closeout, Policy Review (rental program, programs and budget process), Marketing Update, Community Vision, Quarterly Report