

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**

Monday, August 19, 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: 7/15/13
- b. Approval of vouchers.

**4. BUSINESS
ITEMS**

- a. Accept as complete the Tukwila Pool Capital Improvement Project with the Washington State Department of Enterprise Services; authorize release of retainage, subject to the standard claim and lien release procedures (final cost of project, including retainage: \$1,524,754.94).
- b. Appointments to the Tukwila Pool Advisory Committee:
 - (1) Confirm the appointment of Kay Mulliner to Position #3 on the Tukwila Pool Advisory Committee, with a term expiring 12/31/2014.
 - (2) Confirm the appointment of Kim McCoy to Position #5 on the Tukwila Pool Advisory Committee, with a term expiring 12/31/2014.
- c. Authorize the Board President and Board Clerk to sign a contract with KJ Design for pool operations and program review in an amount not to exceed \$5,000.00.
- d. Authorize the Board President and Board Clerk to sign a contract with Snure Law Office for legal services.
- e. 2014 Programs and Fees.
- f. A motion regarding funding for the Tukwila Pool scholarship fund.
- g. 2014 preliminary budget review and direction.

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5. REPORTS

- a. Commissioners
- b. Staff:
 - Capital Improvement Program status
 - Operational issues
 - Long-term agenda review
 - Quarterly report: year end, program and financial, support services
- c. Tukwila Pool Advisory Committee:
 - Chairperson report
 - Agenda and minutes
- d. Next meeting is September 16, 2013.

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6. MISCELLANEOUS

7. ADJOURNMENT

Tukwila City Hall is wheelchair accessible.

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

Tukwila Metropolitan Park District Board meetings are audio taped.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

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

DATE: August 21, 2013

SUBJECT: Capital Project Closeout

ISSUE

Capital Project Closeout.

FINANCIAL IMPACT

Final payment for the capital project was paid out last week. The project costs are broken down into three areas as seen below.

Dept of Enterprise Services Project Management Fee	\$52,800.00
Design	\$389,538.76
Construction	<u>\$1,082,416.18</u>
Total	\$1,524,754.94

No Retainage was held because the Contractor had a Retainage Bond. The City also managed two separate contracts for the Parking Lot Exterior Improvements and the New Roof Project. These have both been completed and were closed out using the normal City process.

BACKGROUND

On January 9, 2012 the Tukwila Metropolitan Park District entered into Agreement No: MPD 12-001 / DES 2012-ERG-538 with the Washington State Department of Enterprise Services (DES) for the Tukwila Pool Energy Efficiency Project for \$52,800. The DES performed Project Management services and governed the Energy Savings Performance Contracting (ESPC) process. McKinstry was contracted as the Energy Services Company (ESCO) by the DES for the planning, implementation and construction of the project. Work started on November 6, 2012 and was completed on May 8, 2013.

DISCUSSION

McKinstry issued both the "Notice of Final Completion" (Attachment A) and the "Notice of Commencement of Energy Savings" (Attachment B) on May 9, 2013. Final payment was made to McKinstry last week. The DES is recommending acceptance of the project as completed project and is asking the MPD to submit the Notice of Completion form (Attachment C) to initiate the closeout process. Since the ESPC process is unlike the normal contracting process, the closeout process is different as well and is outlined as follows.

The MPD will submit the Notice of Completion Form to State Department of Revenue, Department of Labor and Industries and the Employment Security Department. The DES advertises that the project is complete opening a 45 day window for liens. After that window closes, the DES will send a letter to the MPD stating the contract has been closed and ask the MPD to send a letter to the Bond Company authorizing the release of the Retention Bond to McKinstry.

RECOMMENDATION

The Board is being asked for formal acceptance of the capital project as complete and authorization for submission of the Notice of Completion form to initialize the closeout process.

ATTACHMENTS

- A. Notice of Final Completion (letter dated May 9, 2013)
- B. Notice of Commencement of Energy Savings (letter dated May 9, 2013)
- C. Notice of Completion Form



May 9, 2013

Tukwila Parks and Recreation
12424 42nd Avenue South
Tukwila, WA 98168

Attention: Rick Still

Project: Tukwila Pool Phase 1
ESCO Contract No: 2012-188 G (1-1)

Regarding: ***Notice of Final Completion***

Dear Mr. Still:

Construction activities for the above project are complete as of May 8, 2013. All of the subcontractors have provided written warranty letters and have completed their respective scopes of work.

Should you have any questions or require additional information, please contact me directly at 206-832-8352.

Sincerely,

Dave Robinaugh
Construction Manager
McKinstry

cc: File
Todd Flynn



May 9, 2013

Tukwila Parks and Recreation
 12424 42nd Avenue South
 Tukwila, WA 98168

Attention: Temporary

Project: Tukwila Pool Phase I
 ESCO Contract No: 2012-188 G (1-1)

Regarding: *** Notice of Commencement of Energy Savings ***

Dear Temporary

Pursuant to the conditions of the Energy Services Agreement, McKinstry provides notification that the following facility improvement measures have been substantially completed and/or energy services have been provided and that equipment or services are providing energy savings. The following table provides the commencement date with regards to the specific initiatives that were installed at your facilities:

If for some reason Tukwila Parks and Recreation is not in agreement with the commencement dates below, McKinstry requests written notification within fourteen (14) days of receipt of this notice.

FIM ID #	Facility Improvement Measure	Facility	Commencement of Energy Savings
14860	01.02 Burner Upgrade	Tukwila Pool	May 1, 2013
13803	04.01 Air Handling Unit Controls and Retrocommissioning	Tukwila Pool	May 1, 2013
13815	07.01 Pool Fill Deduct Meter	Tukwila Pool	May 1, 2013
13806	08.01 Motors and Pumps	Tukwila Pool	May 1, 2013
13791	09.01 Lighting Upgrades	Tukwila Pool	May 1, 2013
13786	12.01 Condensing Domestic Water Heater	Tukwila Pool	May 1, 2013
13788	17.02 Pool Circulation Pump VFD and Valve Replacement	Tukwila Pool	May 1, 2013
13793	17.03 Chemtrol Replacement	Tukwila Pool	May 1, 2013

FIM ID #	Facility Improvement Measure	Facility	Commencement of Energy Savings
13814	17.05 Pool Covers	Tukwila Pool	May 1, 2013
13808	18.01 New Plumbing Fixtures	Tukwila Pool	May 1, 2013
13784	30.01 Pool Liner, Edge Tile, and Drains	Tukwila Pool	May 1, 2013
13789	30.03 ADA Pool Chair Lifts	Tukwila Pool	May 1, 2013
13794	30.06 Remove Natatorium Ceiling Tiles	Tukwila Pool	May 1, 2013
13795	30.07 Locker Room Tile Replacement	Tukwila Pool	May 1, 2013
13796	30.08 Gutter/Deck Tile Replacement	Tukwila Pool	May 1, 2013
13820	30.20 New Lockers	Tukwila Pool	May 1, 2013
14631	30.33 Locker Room Privacy Improvements	Tukwila Pool	May 1, 2013

Please call if you have any questions.

Sincerely,

Dave

Robinaugh

Dave Robinaugh

Construction Manager

McKinstry

Digitally signed by Dave Robinaugh
DN: cn=Dave Robinaugh,
o=McKinstry, ou=Energy,
email=dave@mcKinstry.com,
c=US
Date: 2013.05.09 09:42:24 -0700

cc:

File



NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Contractor's UBI Number: 602039273

Date: 6/28/13

Name & Address of Public Agency
Tukwila Metropolitan Park District
6200 Southcenter Boulevard
Tukwila WA 98188
UBI Number: 603-151-833

Department Use Only
Assigned to:
Date Assigned:

Notice is hereby given relative to the completion of contract or project described below

Project Name: Tukwila Pool Energy Efficiency Project
Contract Number: 2012-188 G (1-1)
Job Order Contracting: [X] No
Description of Work Done/Include Jobsite Address(es): HVAC, controls, lighting, electrical systems, flooring, and pool liner. 12424 42nd Ave S, Tukwila, WA 98168
Federally funded road transportation project? [X] No
Contractor's Name: McKinstry Essention, Inc. Telephone Number: Affidavit ID*: 455504
Contractor Address: 5005 3rd Ave S, Seattle, WA 98134
If Retainage is Bonded, List Surety's Name (or attach a copy): The Continental Insurance Company
Surety Agent's Address: PO Box 3018
Date Contract Awarded: 9/7/12 Date Work Commenced: 11/2/12 Date Work Completed: 5/8/13 Date Work Accepted: 6/27/13

Table with contract financials: Contract Amount \$860,721.00, Additions \$127,786.93, Sub-Total \$988,507.93, Amount of Sales Tax Paid at 9.5% \$93,908.25, TOTAL \$1,082,416.18

NOTE: These two totals must be equal

Please List all Subcontractors and Sub-tiers Below:

Table with 3 columns: Subcontractor's Name, UBI Number: (Required), Affidavit ID*. Rows include Armorclad Floors, Berg Equip/Scaffolding Co, Inc., The Anderson Group, Sunbelt Controls, Holmberg Company, Henderson Masonry, Combustion & Control, Hand in Hand Construction.


Please List all Subcontractors and Sub-tiers Below:


Subcontractor's Name:	UBI Number: (Required)	Affidavit ID*
Cascade Building Controls LLC	603132043	434400
Barclay Dean Archtl Prdts LLC	601840789	447358
GB Systems Inc	601353544	437560
Betschart Electric	600535868	443527
Berg Equip/Scaffolding Co, Inc.	600033990	425159
Paragon Tile	601764104	457770


Comments:

Contact Name: Peggy McCarthy Title: MPD Financial Treasurer
 Email Address: peggy.mccarthy@tukwilawa.gov Phone Number: 206-433-1839

Note: The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract.
NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of all release certificates.
Affidavit ID* - Provide known ones at this time. No LNI release will be granted until all affidavits are completed.
Submitting Form: Please submit the completed form to all three agencies below. For a faster response, please submit by e-mail.

 Washington State
 Department of Revenue
 Public Works Section
 PO Box 47474
 Olympia WA 98504-7474
 (360) 725-7588
 FAX (360) 664-4159
 PWC@dor.wa.gov

 Washington State
 Department of Labor and Industries
 Contract Release
 PO Box 44274
 Olympia, WA 98504-4272
 (360) 902-5772
 FAX (360) 902-6897
 ContractRelease@lmi.wa.gov

 Washington State
 Employment Security Department
 Registration, Inquiry, Standards &
 Coordination Unit
 PO Box 9046
 Olympia WA 98507-9046
 (360) 902-9450
 Fax (360) 902-9287
 publicworks@esd.wa.gov

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov> or call 1-800-647-7706.
 Teletype (TTY) users may call (360) 705-6718.

F215-038-000 07-2012
 REV 31 0020e (07/06/12)

INFORMATIONAL MEMORANDUM
Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Verna Seal, MPD Board President

DATE: August 12, 2013

SUBJECT: Tukwila Pool Advisory Committee Appointments

ISSUE

Tukwila Pool Advisory Committee Vacancies

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

Two members from the Tukwila Pool Advisory Committee (TPAC) stepped down from the Committee this past spring creating two vacancies. The vacancies were posted in the Tukwila Reporter, on the City of Tukwila website, on the Tukwila Pool MPD website, in the Hazelnut, and flyers were posted at the Tukwila Pool and throughout the City.

Three applications were received and two interviews occurred. A third interview was arranged however the candidate's schedule prevented an interview from occurring. The two candidates being recommended have been involved in aquatics and active patrons to the Tukwila Pool for several years. It is believed that the two candidates will complement TPAC and provide valuable input and guidance that will benefit the MPD. Copies of their applications are attached.

DISCUSSION

After careful evaluation and consideration, as Board President, I am making the following appointments and seek the Boards confirmation:

Confirm the appointment of Kay Mulliner to Position #3 on the Tukwila Pool Advisory Committee, with a term expiring 12/31/2014.

Confirm the appointment of Kim McCoy to Position #5 on the Tukwila Pool Advisory Committee, with a term expiring 12/31/2014.

RECOMMENDATION

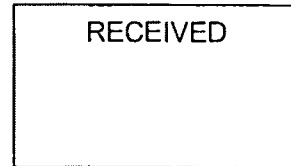
It is recommended to confirm the above appointments.

ATTACHMENTS

A. TPAC Volunteer Applications



City of Tukwila VOLUNTEER PROGRAM



Tukwila Community Center
12424 42nd Avenue South
Tukwila, WA 98168
Phone: (206) 768-2822 Fax: (206) 768-0524

Email: volunteer@tukwilawa.us
Website: www.tukwilawa.us

Application for Appointment BOARDS AND COMMISSIONS

Please complete the ENTIRE application form. Applicants may attach a cover letter and/or a resume totaling no more than three pages.

DATE: 6/17/13

NAME: Mulliner Kay E
Last First M.I.

ADDRESS: 1224 52nd Ave. S Tukwila 98168
Street City Zip

MAILING ADDRESS (if different): _____

HOME PHONE: 206-246-6358 CELL/MOBILE PHONE: 2'

EMPLOYER: Retired E-MAIL: Kmulliner@comcast.net

Please check all that apply to you within the City of Tukwila limits:

- Resident
- School District Representative
- Business Owner/Representative
- High School Student

I wish to be considered for appointment to the following board or commission (check all that apply):

- | | |
|--|--|
| COMMISSIONS:
<input type="checkbox"/> Arts
<input type="checkbox"/> Civil Service
<input type="checkbox"/> Equity & Diversity
<input type="checkbox"/> Parks
<input type="checkbox"/> Planning | BOARDS & COMMITTEES:
<input type="checkbox"/> Community Police Advisory
<input type="checkbox"/> Human Services
<input type="checkbox"/> Library
<input type="checkbox"/> Sister Cities
<input type="checkbox"/> Lodging Tax
<input checked="" type="checkbox"/> Pool Advisory (TMPD) |
|--|--|

Other/Special Committee: _____

HAVE YOU PREVIOUSLY SERVED ON ONE OF THESE BOARDS OR COMMISSIONS? Yes No

If "yes", please list: _____

AVAILABLE TO ATTEND MEETINGS: Daytime Evenings

Please contact me regarding other City of Tukwila volunteer opportunities (check box):

FOR CITY USE ONLY:

INTERVIEW DATE: _____ APPOINTED: Yes No TERM EXPIRES: _____

Professional/Community Activities (organizations, clubs, service groups, etc): _____

21 years working at Prevail Credit Union Tukwila Branch, St. Anthony's Catholic Church volunteer serve funeral luncheons and other special events, Children's Hospital Nightengale Guild member 3 years, Children's Hospital volunteer 15 years, Save Tukwila Pool Treasurer, Tukwila SD Volunteer for eye and ear testing at all schools

Hobbies/Interests: Water walking, enjoying community at the pool, time with grandkids, reading, travel

Qualifications as related to this position: Active in the Tukwila community since 1991, Participate in activities at the pool, Participated in Save Tukwila Pool effort, Knowledgeable about the needs of the Tukwila Community of all ages

Other comments/additional information for consideration:

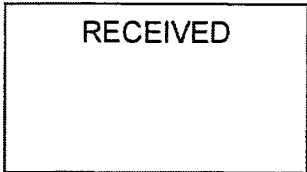
Kay E Mulliner
Applicant's Signature

6/17/13
Date

Note: Upon submission, all information on this form becomes public record. For further clarification regarding this application or more information regarding the boards or commissions, please call the Volunteer Program Office at (206) 768-2822.



City of Tukwila
VOLUNTEER PROGRAM



Tukwila Community Center
12424 42nd Avenue South
Tukwila, WA 98168
Phone: (206) 768-2822 Fax: (206) 768-0524

Email: volunteer@tukwilawa.us
Website: www.tukwilawa.us

Application for Appointment
BOARDS AND COMMISSIONS

Please complete the ENTIRE application form. Applicants may attach a cover letter and/or a resume totaling no more than three pages.

DATE: 6-21-2013

NAME: McCoy Last H. First Kim M.I.

ADDRESS: 14202 - 56th Ave S Street Tukwila City 98168 Zip

MAILING ADDRESS (if different): _____

HOME PHONE: _____ CELL/MOBILE PHONE: 206-432-7550

EMPLOYER: _____ E-MAIL: kimmccoy52@outlook.com

- Please check all that apply to you within the City of Tukwila limits:
- Resident
 - School District Representative
 - Business Owner/Representative
 - High School Student

I wish to be considered for appointment to the following board or commission (check all that apply):

- | | |
|--|--|
| <p>COMMISSIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arts <input type="checkbox"/> Civil Service <input type="checkbox"/> Equity & Diversity <input type="checkbox"/> Parks <input type="checkbox"/> Planning | <p>BOARDS & COMMITTEES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community Police Advisory <input type="checkbox"/> Human Services <input type="checkbox"/> Library <input type="checkbox"/> Sister Cities <input type="checkbox"/> Lodging Tax <input checked="" type="checkbox"/> Pool Advisory (TMPD) |
|--|--|

Other/Special Committee: _____

HAVE YOU PREVIOUSLY SERVED ON ONE OF THESE BOARDS OR COMMISSIONS? Yes No

If "yes", please list: _____

AVAILABLE TO ATTEND MEETINGS: Daytime Evenings
(early morning or late afternoon - not mid-day)

Please contact me regarding other City of Tukwila volunteer opportunities (check box):

FOR CITY USE ONLY:

INTERVIEW DATE: _____ APPOINTED: Yes No TERM EXPIRES: _____

Professional/Community Activities (organizations, clubs, service groups, etc): _____

former President of: Pacific Northwest SQL Server Users Group; Puget Sound Novell Users Group; Camlann Medieval Association; former board member of International Neighbors; Secretary for Mountaineer Players

Hobbies/Interests: Acting, Medieval Living History (camlann.org)

Reading, Creative writing, Hiking / Camping (though it has been a while), History.

Qualifications as related to this position: A competitive swimmer in my

youth; former ^{son of} lifeguard and swimming instructor for the Seattle Dept of Parks & Recreation; with a son who played water polo and a daughter who was in synchronized swimming at the Tukwila Pool (and who coaches Synchro now); with my wife & I regular swimmers at the pool; and as one who believes just about everyone should have the opportunity to learn to swim

Other comments/additional information for consideration: (and childhood is the

optimum time to start) - I would love to do what I can to contribute to good planning, support and oversight of this tremendous resource and facility.

H. Dr. Mcby
Applicant's Signature

6-21-2013
Date

Note: Upon submission, all information on this form becomes public record. For further clarification regarding this application or more information regarding the boards or commissions, please call the Volunteer Program Office at (206) 768-2822.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Verna Seal, Board President

DATE: August 13, 2013

SUBJECT: Pool Operations and Program Review Consultant Agreement

ISSUE

Pool Operations and Program Review Consultant Agreement with KJ Design

FINANCIAL IMPACT

Not to exceed \$5,000

BACKGROUND

At the July 15, 2013 MPD Board meeting the Board authorized the Board President to negotiate a Consultant Agreement with KJ Design for a Pool Operations and Program Review, not to exceed \$5,000.

DISCUSSION

A Consultant Agreement has been negotiated and is attached to this memo; an overview of the scope of work includes the following:

Pool Operations and Programming Review to include:

- Identification of best practices for pool program
- Comparison of current operations to identified best practices
- Pool schedules for efficient and effective operation use
- Cost analysis of pool operations
- Program cost analysis
- Salary analysis
- Job description review and qualifications for employees
- Cost review to privatize services for current support services (pros and cons)

MPD Model of Governance and Comparison to include:

- Definition of governance styles – including benefits and disadvantages of each
- Comparison of parallel communities with each style
- Role an Executive Director could play including job description, qualifications, and recommendations for efficiency in operations.

Report, Presentation, and Meeting Facilitation:

A final report will be provided which will include analysis of pool operations and programming with recommendations and summary, and a MPD model of governance comparison with recommendations and summary. Additionally, KJ Design will prepare and present their findings at a MPD Board meeting or workshop - date to be determined.

RECOMMENDATION

Authorize the Board President and Board Clerk to enter into a Consultant Agreement for Consultant Services with KJ Design.

ATTACHMENTS

A. KJ Design Consultant Agreement

CONSULTANT AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is entered into between the Tukwila Pool Metropolitan Park District, hereinafter referred to as "the MPD", and KJ Design, hereinafter referred to as "the Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. **Project Designation.** The Consultant is retained by the MPD to perform services in connection with the project titled Tukwila Pool Operations and Program Review.
2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor, materials, equipment and supplies.
3. **Time for Performance.** Work under this contract shall commence upon the giving of written notice by the MPD to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement within 40 calendar days from the date written notice is given to proceed, unless an extension of such time is granted in writing by the MPD.
4. **Payment.** The Consultant shall be paid by the MPD for completed work and for services rendered under this Agreement as follows:
 - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit "A" attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$4800, plus travel fees as described in Exhibit "A", without express written modification of the Agreement signed by the MPD.
 - B. The Consultant may submit vouchers to the MPD once per month during the progress of the work for partial payment for that portion of the project completed to date. Such vouchers will be checked by the MPD and, upon approval thereof, payment shall be made to the Consultant in the amount approved.
 - C. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the MPD after the completion of the work under this Agreement and its acceptance by the MPD.
 - D. Payment is provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary to complete the work.
 - E. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the MPD and state for a period of three (3) years after final payments. Copies shall be made available upon request.

5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the MPD whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by the MPD on any project other than the project specified in this Agreement.
6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
7. **Indemnification.** The Consultant shall indemnify, defend and hold harmless the MPD, its officers, agents and employees, from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission or failure of the Consultant, its officers, agents and employees, in performing the work required by this Agreement. With respect to the performance of this Agreement and as to claims against the MPD, its officers, agents and employees, the Consultant expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees, and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the Consultant. This waiver is mutually negotiated by the parties. This paragraph shall not apply to any damage resulting from the sole negligence of the MPD, its agents and employees. To the extent any of the damages referenced by this paragraph were caused by or resulted from the concurrent negligence of the MPD, its agents or employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Consultant, its officers, agents and employees.
8. **Insurance.** The Consultant shall secure and maintain in force throughout the duration of this contract comprehensive general liability insurance, with a minimum coverage of \$500,000 per occurrence and \$1,000,000 aggregate for personal injury; and \$500,000 per occurrence/aggregate for property damage, and professional liability insurance in the amount of \$1,000,000.

Said general liability policy shall name the Tukwila Pool Metropolitan Park District as an additional named insured and shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the MPD. Certificates of coverage as required by this section shall be delivered to the MPD within fifteen (15) days of execution of this Agreement.
9. **Independent Contractor.** The Consultant and the MPD agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and

employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded MPD employees by virtue of the services provided under this Agreement. The MPD shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.

10. **Covenant Against Contingent Fees.** The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the MPD shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. **Discrimination Prohibited.** The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, sex or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.
12. **Assignment.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the MPD.
13. **Non-Waiver.** Waiver by the MPD of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
 - A. The MPD reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
 - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by the MPD. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and the MPD, if the MPD so chooses.
15. **Attorneys Fees and Costs.** In the event either party shall bring suit against the other to enforce any provision of this Agreement, the prevailing party in such suit shall be entitled to recover its costs, including reasonable attorney's fees, incurred in such suit from the losing party.

16. **Notices.** Notices to the Tukwila Pool Metropolitan Park District shall be sent to the following address:

Tukwila Metropolitan Park District Clerk
C/O City of Tukwila
6200 Southcenter Boulevard
Tukwila, WA 98188

Notices to Consultant shall be sent to the following address:

Kevin Johnston, M.S., Principal
PO Box 63
Pullman, WA 99163-0063

17. **Integrated Agreement.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the MPD and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. This Agreement may be amended only by written instrument signed by both the MPD and the Consultant.

DATED this _____ day of _____, 20_____.

TUKWILA POOL
METROPOLITAN PARK DISTRICT

CONSULTANT

MPD Board President

By:_____

Printed Name:_____

Title:_____

Attest/Authenticated:

Approved as to Form:

MPD Board Clerk

Office of the MPD Attorney

EXHIBIT A

KJ Design, LLC
Scope of Work
Tukwila Pool Administrative & Program Assessment
For the Tukwila Metropolitan Park District

Below is the scope of work to be accomplished by KJ Design, LLC.

Tukwila Pool Administrative & Program Assessment: The scope of work has two major components the Pool Operations & Programming & the MPD Model of Governance Comparison.

- *Pool Operations & Programming*
The analysis for this portion of the work will include: identification of best practices for pool programming; comparison of the pool's current operation to those practices, reviewing pool schedules for efficient & effective operational use; cost analysis of pool operations (defining a lane hour or space hour cost), program cost analysis (per program); salary analysis for employees compared to neighboring communities and compared to privatized and partnership aquatic operations; a review of job description and qualifications for employees; and a cost review to privatize services for current support services (pros & cons).
- **MPD Model of Governance Comparison**
The analysis for this portion of the work will include: definition of governance styles, advantages and disadvantages of each style, comparison of parallel communities with each style, the role of an executive director could play including job description and identifying the qualifications of an ideal candidate and recommendations for efficiency in operations.

Access to Pool & Administrative Personnel: KJ Design, LLC will need to have access to the Tukwila Pool and its associated administrative personnel for approximately 16 hours to collect the necessary information up to three consecutive days (dates to be determined) at a schedule to be pre-arranged.

Purpose: The purpose of the analysis is to determine both short term and long term direction and areas for improvement that should be the district focus and integrated into the district's strategic plan. This evaluation is practical and helpful assessment of the current programs and administration of the district for the aquatic facility.

Elements to be Used in Assessment: Specifically, the mission, goals, and objectives of the district, the pool schedule, hours of operation, revenue sources, brochures and print material, web sites, web searches, program expenses (fixed and variable), operating budgets, administrative costs, advertising & marketing plans, community census data, secret shopper inquiries, observations of aquatic programs and instructors, actual participation in aquatic programs, informal and formal interviews.

Recommendations for the District: Recommendations will be made to help in the decision making process of the staff, administration and commissioners.

Report Contents: The report will contain and be organized under the following headings:

- Table of Contents
- Introduction
- Pool Operations & Programming

Recommendations & Summary

MPD Model of Governance Comparison
Recommendations & Summary

Presentation & Meeting Facilitation: The report will be prepared for presentation and presented at a work shop sharing the findings and recommendations at a mutually agreed upon date. A discussion will be facilitated to help in the process of making decisions related to the various recommendations.

Two printed and bound reports will be sent to the District within four weeks from the completion of the on-site work. Upon completion of the work, KJ Design will be paid \$4800 for the scope of the work and be reimbursed for up to 3 nights hotel (up to \$450) if necessary, three days of per diem for meals at the federal rate and mileage at federal rate for two round trip from our Colfax office to Tukwila.

Payments of invoices are due upon receipt and considered late after 30 days and a \$100.00 late fee will be charged. Payment should be made to KJ Design LLC, PO Box 63, Pullman, WA 99163-0063.

Kevin Johnston, M.S.
Principal & Professional Consultant
KJ Design, LLC

Kevin M. Johnston, M.S.
PO Box 63
Pullman, WA 99163-0063
509-397-6631(home) 509-979-7700 (cell)
E-mail: aquaproklh@aol.com

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Verna Seal, MPD Board President

DATE: August 12, 2013

SUBJECT: Professional Services Contract for Legal Services

ISSUE

Tukwila Pool Metropolitan Park District – Professional Services Contract for Legal Services

FINANCIAL IMPACT

Snure Law Offices hourly rates:

\$210/Attorneys

\$95/Paralegals

BACKGROUND

The Tukwila Metropolitan Park District has been contracting for legal services since the District's inception. The most recent contract for legal services expired on June 20, 2013. A Request for Proposals (RFP) was solicited and a Selection Committee was formed. At the July 15, 2013 MPD Board meeting the Selection Committee presented their review process findings. The Committee recommended the Board authorize the Board President to negotiate a contract for legal services with Snure Law Offices, with said contract being brought back to the August MPD Board meeting for review and approval by the Board.

DISCUSSION

Contract negotiations with Snure Law Offices consisted of a contract, scope of work and fees review. Attorney Snure provided requested changes to the contract. Attachment A reflects the contract with Attorney Snure's changes. The requested changes have been reviewed by the City of Tukwila's Attorney and Risk Manager. The City's Attorney reported that changes requested are policy issues for the MPD – but are certainly reasonable. The city's Risk Manager reported on insurance coverage change requests and noted that the District will need proof of insurance coverage and would need to be notified if insurance coverage is cancelled therefore deleting the following from Paragraph 7 in the contract may not be appropriate:

“Said policy shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the District. Cancellation of the required insurance shall automatically result in termination of this Agreement.”

RECOMMENDATION

It is recommended that the MPD Board review Attorney Snure's requests and provide authorization to the Board President and Board Clerk to sign the Professional Services Contract for Legal Services with Snure Law Office.

ATTACHMENTS

A. Professional Services Contract for Legal Services – Snure Law Office

Contract No. _____

PROFESSIONAL SERVICES CONTRACT

This Contract is entered into by and between the Tukwila Pool Metropolitan Park District, hereinafter referred to as “the District,” and Snure Law Office, PSC, hereinafter referred to as the “Contractor,” for the purpose of providing certain legal services to the District.

WHEREAS, the District has determined the need to have certain legal services performed for its citizens; and

WHEREAS, the District desires to have the Contractor perform such services pursuant to certain terms and conditions; now, therefore;

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope of Services to be Performed by the Contractor. The Contractor shall perform those services described on Exhibit “A” attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith.

2. Compensation and Method of Payment.

A. Fee. The District shall pay the Contractor for services rendered within ten (10) days after Board voucher approval in the form set forth on Exhibit “B” attached hereto and incorporated herein by this reference. The District shall pay the Contractor at the hourly rate of \$210 (attorney rate) or \$95 per hour (paralegal rate), plus extraordinary expenses as set forth in Paragraph 2(B), below. The Contractor shall complete and return a W-9 Form, including Taxpayer Identification Number, to the District prior to or along with the first billing voucher submittal.

B. Extraordinary Expenses. The District will not be billed for travel time to and from Commission meetings in excess of .80 hours per meeting. Extraordinary expenses shall include court filing fees, deposition ~~and~~, other discovery costs, and substantial photocopying and postage. ~~In addition, the Contractor will not charge the District fifteen cents per page for photocopying and facsimile, and shall be reimbursed for legal messenger services, computerized research charges, filing fees advanced, and or other nominal direct expenses.~~

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing August 5, 2013 and ending December 31, 2014, unless sooner terminated under the provisions hereinafter specified.

4. Ownership and Use of Documents. All documents, drawings, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the District whether the project for which they are made is executed or not.

5. Independent Contractor. The Contractor and the District agree that the Contractor is independent with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Contractor nor any employee of the Contractor shall be entitled to any benefits accorded District employees by virtue of the services provided under this Agreement. The District shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Contractor or any employee of the Contractor.

6. Indemnification. The Contractor shall indemnify, defend, and hold harmless the District, its agents, and employees from and against any and all liability (including reasonable attorney fees and costs) arising from injury or death to persons or damage to property resulting ~~in whole or in part~~ from negligent acts or omissions arising out of negligent performance of professional services of by the Contractor, its agents, servants, officers, or employees under this Agreement. ~~irrespective of whether in connection with such act or omission it is alleged or claimed that an act of the District, its agents, or employees caused or contributed thereto. In the event that the District shall elect to defend itself against any claim or suit arising from such injury, death, or damage, the Contractor shall, in addition to indemnifying and holding the District harmless from any liability, indemnify the District for any and all expenses incurred by the District in defending such claim or suit, including reasonable attorneys' fees.~~

7. Insurance.

A. The Contractor shall procure and maintain in full force throughout the duration of the Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/aggregate for personal injury and property damage. ~~Said policy shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the District. Cancellation of the required insurance shall automatically result in termination of this Agreement.~~

B. In addition to the insurance provided for in Paragraph A above, if applicable, the Contractor shall procure and maintain in full force professional liability insurance for those services delivered pursuant to this Agreement that, either directly

through Contractor employees or indirectly through contractual or other arrangements with third parties, involve providing professional services. Such professional liability insurance shall be maintained in an amount not less than \$1,000,000 combined single limit per claim/aggregate. For the purposes of this Paragraph "professional services" shall include, but not be limited to, the provision of any services provided by any licensed professional.

C. Certificates of coverage as required by Paragraphs A and B above shall be delivered to the District within fifteen (15) days of execution of this Agreement.

8. Record Keeping and Reporting.

A. The Contractor shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Contractor shall also maintain such other records as may be deemed necessary by the District to ensure proper accounting of all funds contributed by the District to the performance of this Agreement and compliance with this Agreement.

B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the District.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by law during the performance of this Agreement. The District shall have the right to conduct an audit of the Contractor's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Contractor.

10. Termination. This Agreement may at any time be terminated by the District upon giving the Contractor thirty (30) days written notice of the District's intention to terminate the same. If the Contractor's insurance coverage is canceled for any reason, the District shall have the right to terminate this Agreement immediately.

11. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

12. Assignment and Subcontract. The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the District.

13. Entire Agreement. This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of

this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

14. Notices. Notices to the District shall be sent to the following address:

Tukwila Pool Metropolitan Park District
6200 Southcenter Blvd.
Tukwila, WA 98188
Phone number: 206-433-1800

Notices to the Contractor shall be sent to the following address:

Brian K. Snure
Snure Law Office, PSC
612 South 227th St.
Des Moines, WA 98198

15. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees, expert witness fees, and costs of suit.

Date: _____

Date: _____

TUKWILA POOL METROPOLITAN
PARK DISTRICT

SNURE LAW OFFICE, PSC

By: _____
_____, President

By: _____
Brian K. Snure

Approved As To Form:

Tukwila City Attorney

EXHIBIT A

Scope of Services to be Provided by Contractor

The Contractor shall be principally responsible for performing all legal work for the District, except where defense is provided through insurance coverage. The following list of duties is illustrative, but is not necessarily inclusive, of the services to be performed by the Contractor:

1. Review or draft contracts, resolutions, interlocal agreements, and other legal documents as requested by the District;
2. Advise the Commissioners and staff members with regard to legal matters relating to their respective duties for the District;
3. Represent the District in all lawsuits and other contested administrative proceedings commenced by or against the District, except where defense is provided exclusively through insurance coverage;
4. Consult with and advise the Commissioners and staff members in person, by telephone, e-mail, or by written memo on District business; and
5. Attend Commission meetings, staff meetings, or other meetings, as requested by the District.

EXHIBIT B

Tukwila Pool Metropolitan Park District
Billing Voucher

To: Tukwila Pool Metropolitan Park District
6200 Southcenter Blvd.
Tukwila, WA 98188
206-433-1800

Contractor: Brian K Snure, Snure Law Office
Mailing Address: 612 South 227th St., Des Moines, WA 98198

Specific Program: _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Invoice Number: _____ Date of Invoice: _____

Authorized signature

BUDGET SUMMARY

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____

Total requested this contract to date	\$ _____
Balance remaining	\$ _____

Note: If applicable, submit a separate voucher for each program which is funded by your Tukwila Pool Metropolitan Park District contract.

For Department Use Only

Approved for Payment:

_____ Date: _____

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 
BY: Malcolm Neely, Aquatics Coordinator
Amy Kindell, Aquatics Program Specialist

DATE: August 14, 2012

SUBJECT: Tukwila Pool Programs and Fees

ISSUE

Review of Programs and Fees at the Tukwila Pool

FINANCIAL IMPACT

None

BACKGROUND

The Board has requested to review programs and fees at the Tukwila Pool. The attached presentation covers both topics.

DISCUSSION

Participation at the Tukwila Pool continues to increase. Participation and revenue are on the rise in accordance with Board direction and budget goals. Even with a short year in 2012 (due to the capital project) both participation and revenue goals were exceeded for the 12 month period. All indicators show that in 2013 the pool will outperform participation and budget goals.

Participation in Aquatic Programs was at a record high in 2012, and in 2013 those records are being broken. In July 2013 over 350 individuals were registered for swimming courses during one two week session. That's approximately 2,800 swimming lesson visits in just 2 weeks. Since 2003 course registrations have gone from accounting for 37% of revenue to accounting for 58% of revenue earned in 2013.

Pass purchases are showing increases in 2013, with over 370 passes sold in just 5 months of operations in 2013. Passes present a great opportunity for patrons to decrease their cost per visit and have the added convenience of allowing pass holders to scan in instead of signing in each visit.

Consistent with the trend, drop-in visits are on a trajectory to break records for both participation and revenue. In 5 months of operations the pool has seen 5,407 drop-in visits, accounting for \$18,002 in revenues. In 2013 youth have accounted for 54% of the drop-ins at the pool.

Fees at the Tukwila Pool are below the average fees for other comparable area pools. However, the median income for Tukwila residents is \$43,887 per year, while the median income for communities surrounding other area pools is between \$42,682 and \$123,328, with an average median income of \$69,667.82. As poverty is a strong indicator of risk for health problems such as obesity, diabetes and chronic conditions, it is important to keep the pool financially accessible for people of limited means. It is also important to ensure poverty is not a barrier to participation as

drowning rates are highest among people who live in areas where 10% or more of the population live in poverty.

A modest increase of 50 cents per lesson or \$4 per 8 lesson session would result in an increase of revenues \$7,000-\$10,000 per year if registration levels remain consistent. 80% of students in the Tukwila School District qualify for Free or Reduced Lunch, a modest increase in fees could potentially out price many families.

Pass fees were increased in 2012 and pass holders have not experienced a full year of operations with the new pass fees. With Non-Resident pass rates comparable to the average for local area pools, an increase in those rates could drive business to other pools. Resident pass rates are a little more than 20% below the average rate for passes at comparable area pools. Revenue increases could be realized in this area, however residents have already made the commitment to support the Pool through their property taxes.

Drop-in rates account for 14% of revenues and have not increased since 2003. An increase in rates of \$1 per visit could result in an increase in revenues of \$10,000 per year if participation levels remain consistent. It may be important to consider that the majority of drop-in users are youth. Raising prices in this segment would likely out price kids who need a safe, fun place to be.

RECOMMENDATION

Staff recommends fees remain at the current levels for 2014, and requests the Board plan to review fees again in late 2014. This would allow for an entire calendar year of data to be gathered and analyzed before fees are reviewed again.

If the Board chooses to make a change in fees, it is necessary that staff be provided direction no later than the September 16, 2013 MPD Board Meeting, prior to preparation of the 2014 Budget which is due to the Board on October 1, 2013.

Additionally, staff recommends that the Board continue to provide performance expectations in the form of revenue and participation goals, and allow staff to schedule and program the pool to meet those expectations in creative and effective ways that are responsive to the needs of the Tukwila community.

ATTACHMENTS

A. Tukwila Pool Programs and Fees Presentation



TUKWILA
Metropolitan Park District
POOL
We're All In!

Programs & Fees

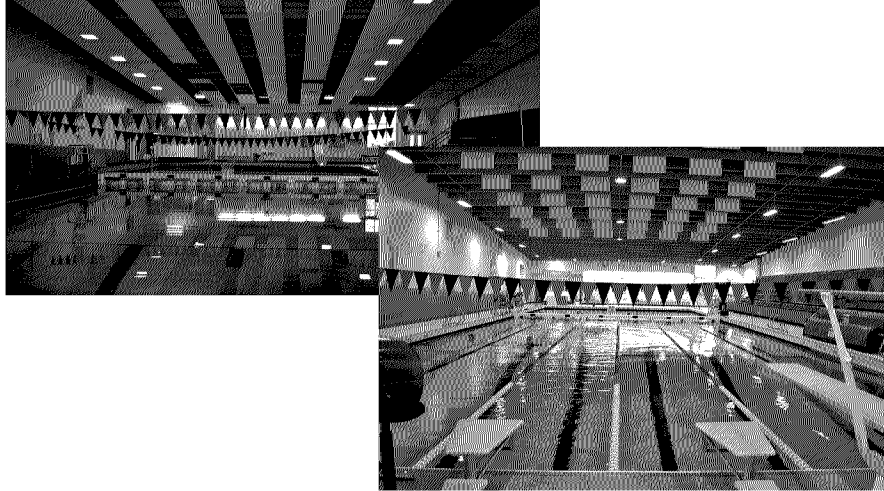
1

2013 Successes

- Completion of Capital Improvements and Grand Re-Opening Celebration
- Participation is increasing!
- Partnerships are growing!

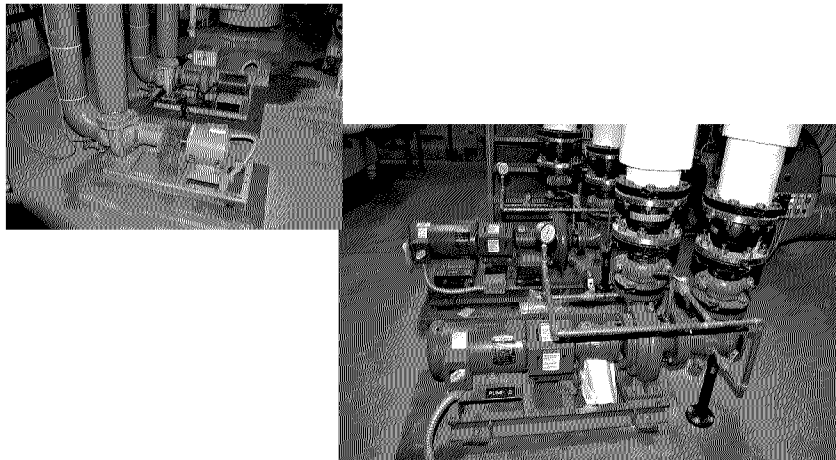
2

Capital Improvements Highlights



3

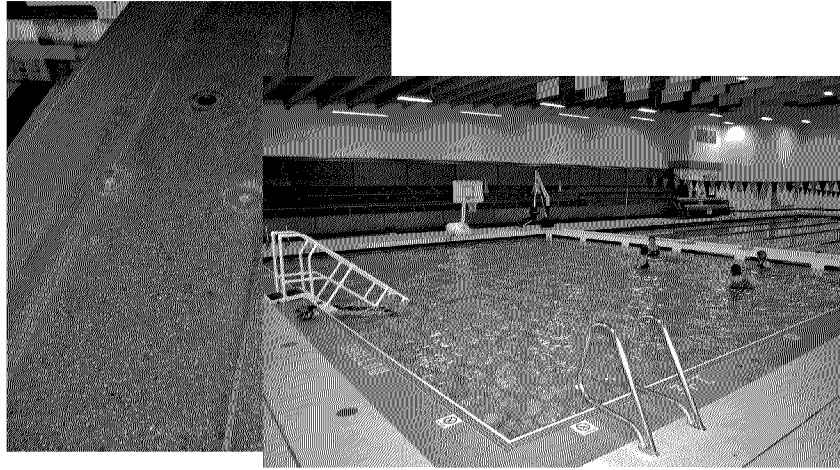
Capital Improvements Highlights



4



Capital Improvements Highlights



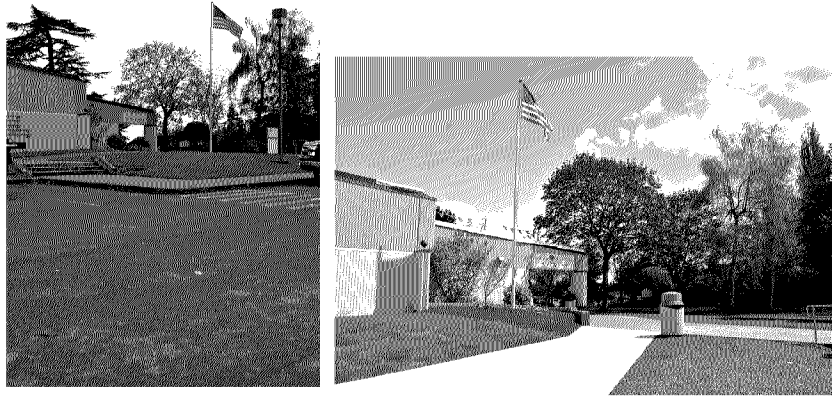
7

Capital Improvements Highlights



8

Capital Improvements Highlights



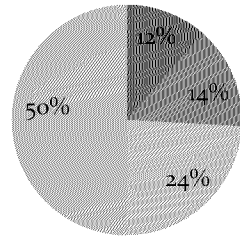
9

Grand Re-Opening Celebration



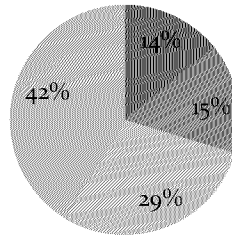
Participation Highlights

2012 end of 2nd Quarter



- Drop-ins
- Pass Visits
- Course Participants
- Rental Visits

2013 end of 2nd Quarter

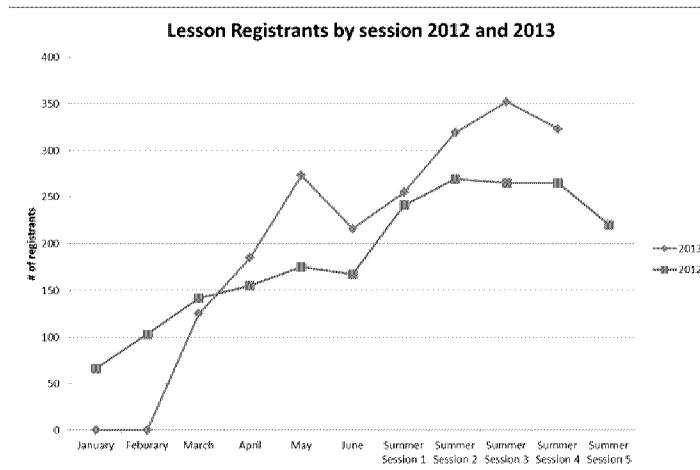


- Drop-ins
- Pass Visits
- Course Participants
- Rental Visits

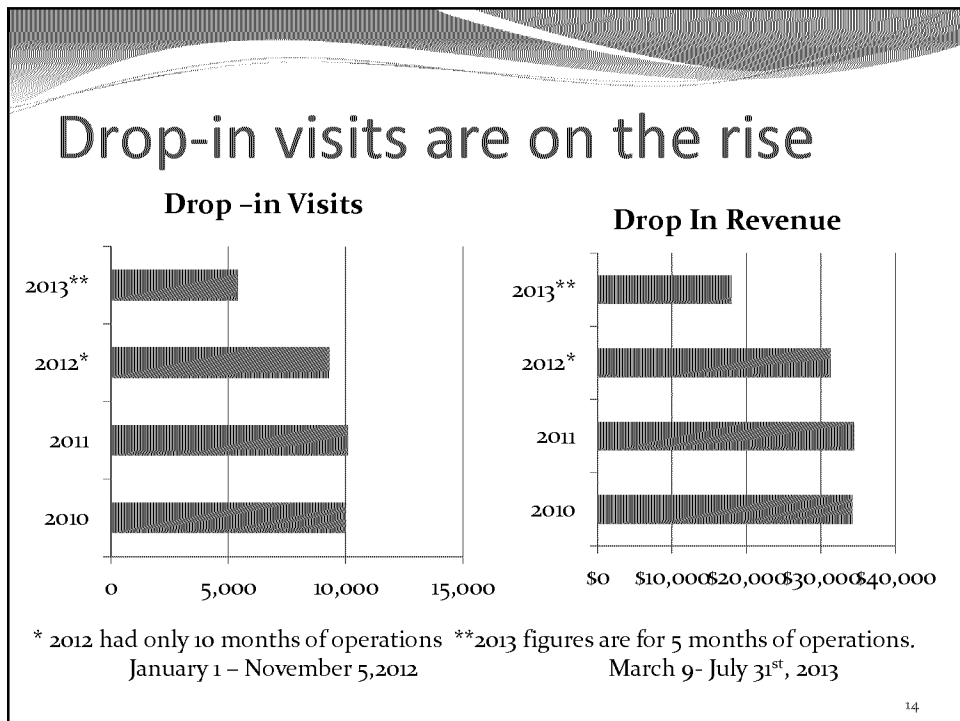
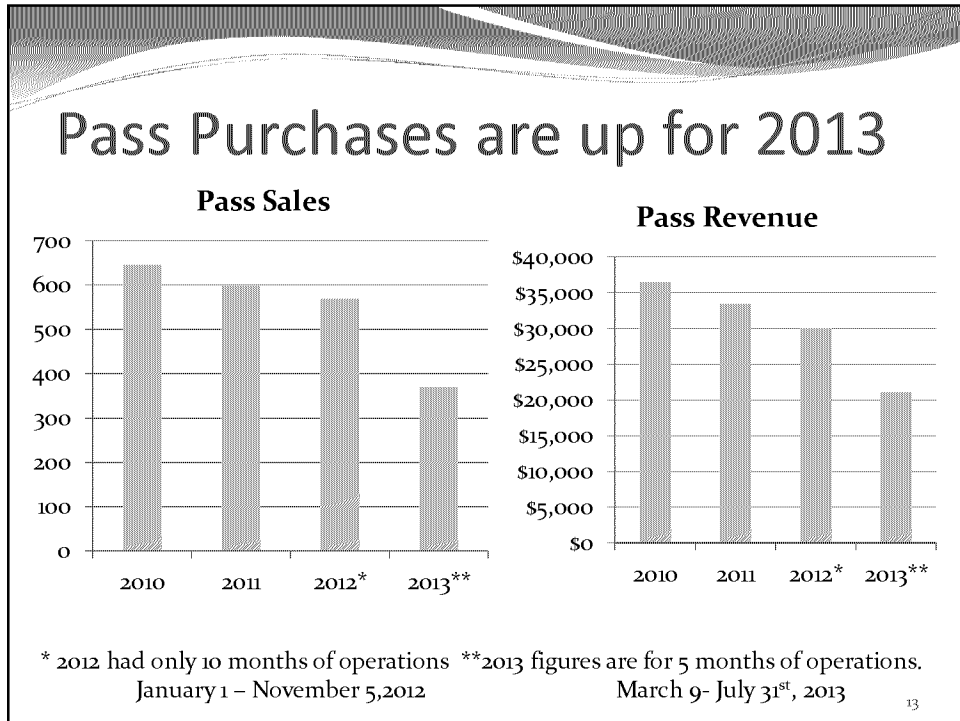
11

Swimming Lesson Registration is up

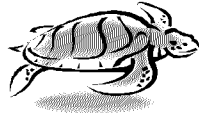
Lesson Registrants by session 2012 and 2013



12



New Offerings for 2013



Tukwila Turtles
Developmental
Swimming Lessons



Foster High School
Swim Classes
Fall 2013



Single Gender
Swims

**TUKWILA
TIGER SHARKS**

Summer Recreational
Swim Team &
School Year Fitness Program

15

2013 Special Events



**Grand Re-Opening
& April Pools Day
April 20th**



Snack Into Summer
June 22nd



Scout Swim Day
July 20th



**Floating Movie Night
August 31st**

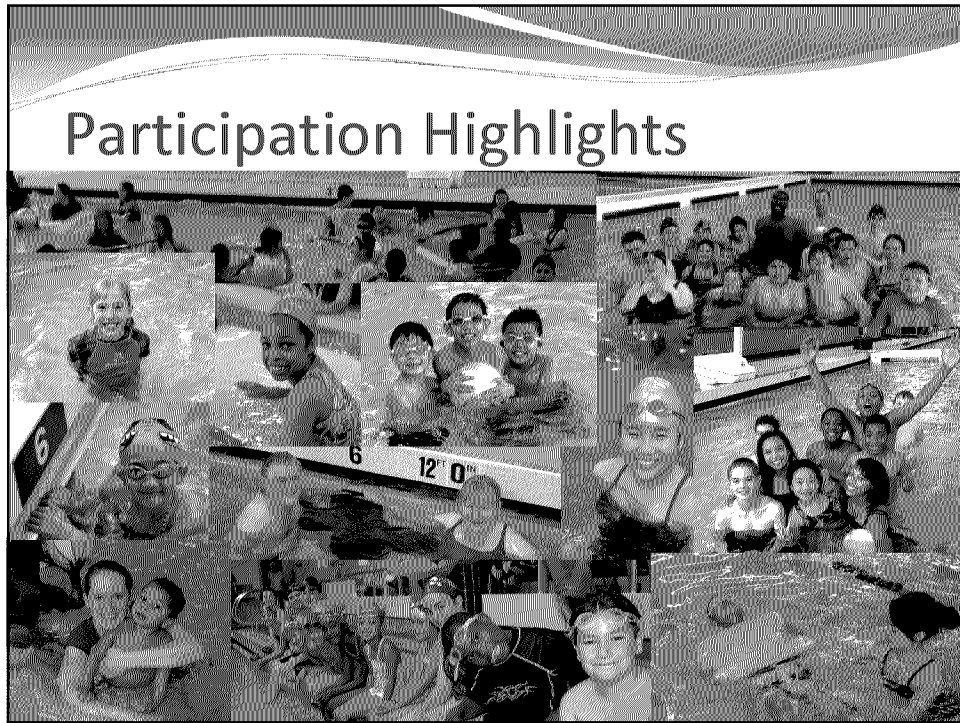


**Pumpkin Plunge
October 26th**



**40TH BIRTHDAY PARTY
OCTOBER 19TH**

16



Partnerships Highlights

\$48,000 COMMUNITY TRANSFORMATION GRANT

 **Seattle Children's**
HOSPITAL • RESEARCH • FOUNDATION

Public Health 
Seattle & King County

healthykingcounty.org
online community for  **let's do this**

18

Partnerships

Partners in Education
Tukwila School District

HIGHLINE
PUBLIC SCHOOLS

TUKWILA
PARKS & RECREATION
GOOD HEALTHY FUN

SEATTLE'S
MISSION
2013

ALE
2013

neighborcare health

GLOBAL TO LOCAL

ReWA

community schools
COLLABORATION

WRPA
Washington Recreation
& Park Association

19

Marketing Highlights

New Schedule Look

New Brochure Look

Logo & Grand Re-Opening

Facebook Page

www.tukwilapool.org

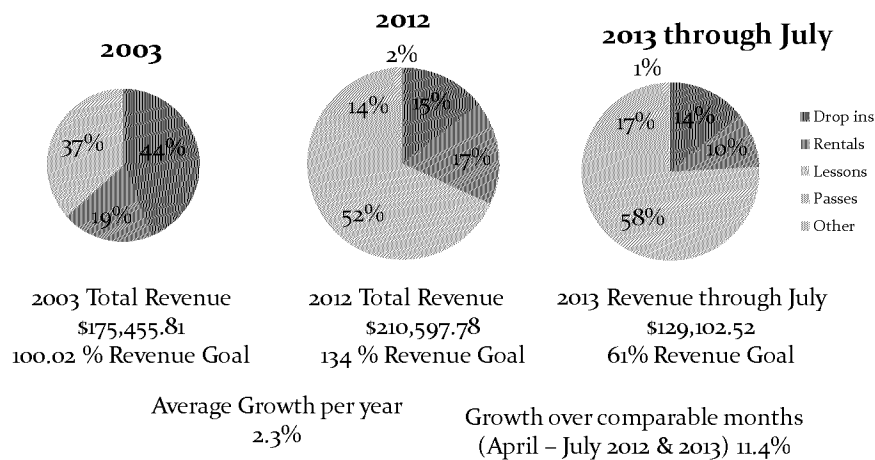
20

Revenue Highlights

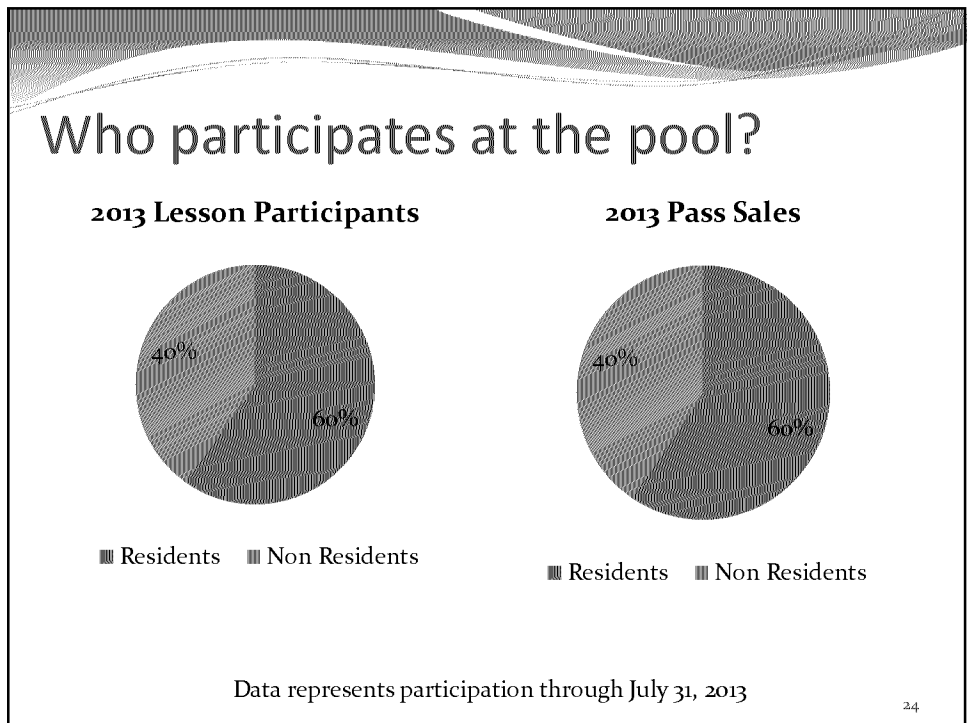
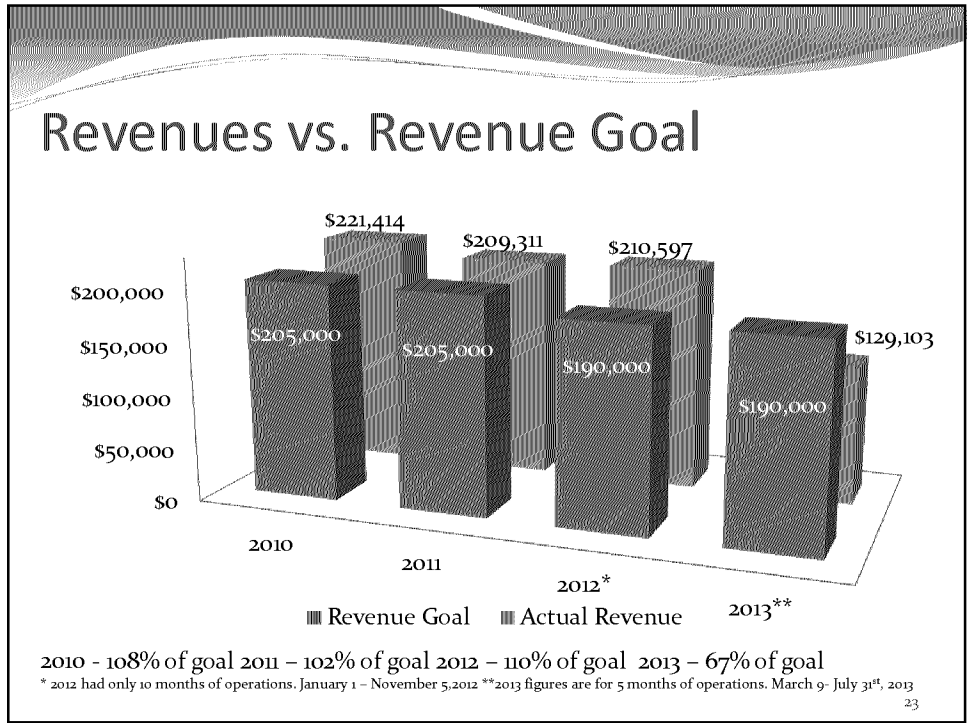
- 3 record revenue months in a row –
 - May - \$22,393.00 – exceeding previous record by 4.39%
 - June - \$30,010.59– exceeding previous record by 9.26%
 - July - \$37,368.00– exceeding previous record by 4.89%
- Best Revenue month ever
 - July 2013 with revenues of \$37,368.00.
- Program Fees are projected to break the \$100,00 mark for the 3rd year in a row.

21

Revenue Composition 2003-2012

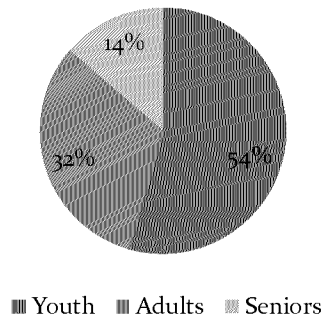


22



Who participates at the pool?

2013 Drop In Visits



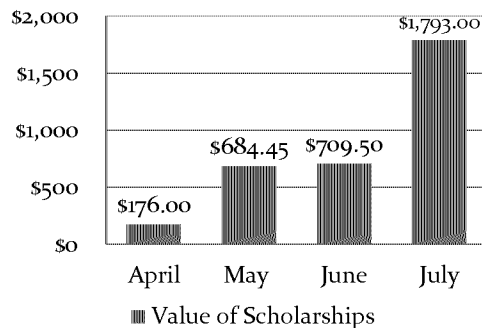
- The majority of youth visits are residents who walk to the pool.
- Most senior drop-in visits are those who have not yet committed to purchasing a pass or a pass is not their preference.
- Adult drop-ins are split between adults visiting with the family and those who have not committed to purchasing a pass yet or a pass is not their preference.

Data represents participation through July 31, 2013

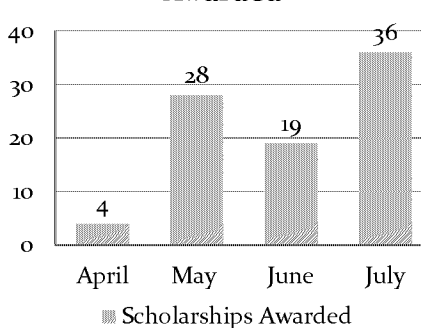
25

2013 Scholarships

Value of Scholarships



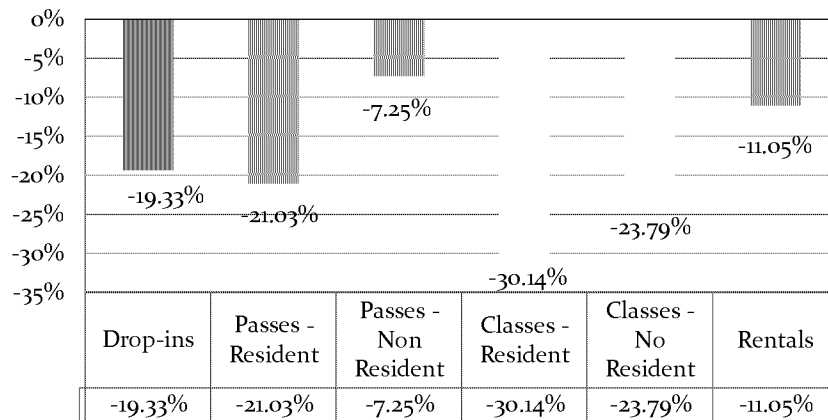
Number of Scholarships Awarded



26

How do our fees compare?

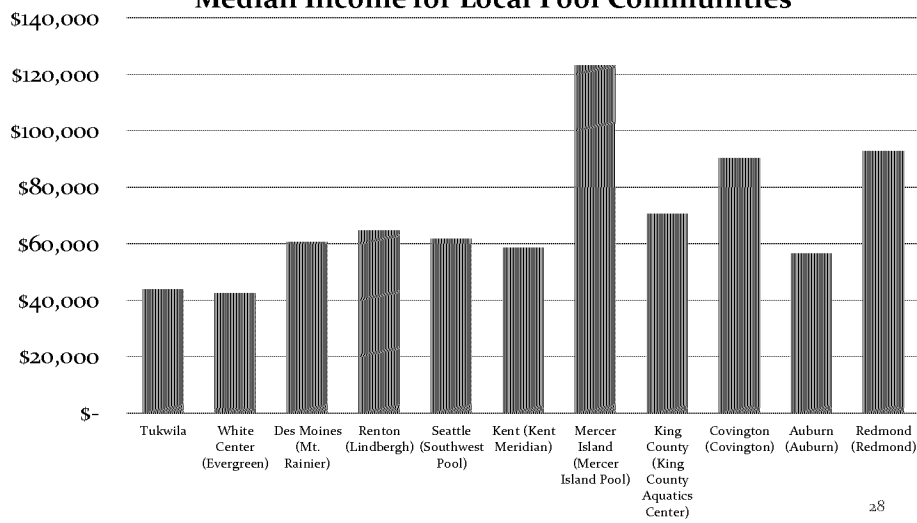
Tukwila Fees by type compared with the average fee for Comparable Area Pools



27

How do our fees compare?

Median Income for Local Pool Communities



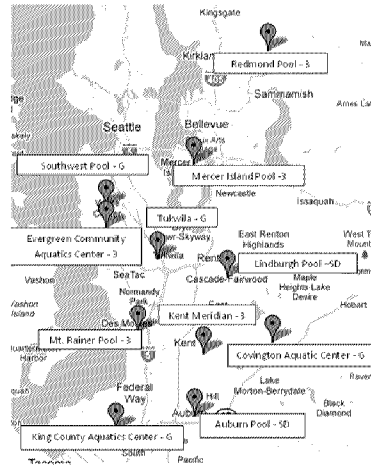
28

What does it take to visit other similar area pools?

Driving Distance from Tukwila Pool

- 6.9 Miles – Evergreen Pool
- 7.7 Miles – Mount Rainier
- 7.9 Miles – Lindberg Pool
- 7.9 Miles – Southwest Pool
- 11.0 Miles – Kent Meridian
- 15.3 Miles – Mercer Island
- 15.5 Miles – King county Aquatics Center
- 15.8 Miles – Covington
- 19.2 Miles – Auburn
- 24.4 Miles – Redmond

The majority of Tukwila Pool patrons are residents and either walk to the pool or travel very short distances.



G - Government Operated 3- 3rd Party Operator SD-School District Operated

Focus for the remainder of 2013


- Continue to provide an exceptional array of Aquatics Programs and Public Use Opportunities
- Implementation of the Foster High School Swim Curriculum
- Development of the Tiger Sharks Training Program to keep local youth involved in swimming and physical fitness
- Continuation of Grant work to overcome barriers to participation in programs at the Tukwila Pool
- Celebration to commemorate 40 years of the Tukwila Pool

30

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 
 BY: Malcolm Neely, Aquatics Coordinator

DATE: August 14, 2012

SUBJECT: Tukwila Pool Scholarship Fund

ISSUE

Tukwila Pool Scholarship Fund Update

FINANCIAL IMPACT

Information Only

BACKGROUND

Prior to the Grand Re-Opening of the Pool in 2013, the Tukwila Pool provided scholarships to those who qualified for the Tukwila Parks and Recreation Scholarship Program. No records were kept and the scholarships were distributed as a revenue loss.

The scholarship program was allocated \$5,000 in the 2013 budget. In addition, \$1,042 was donated from Sustain Tukwila Pool (STP) bringing the total to \$6,042 for 2013. The Scholarship Program Policy states that funds will be allocated seasonally, as follows:

Season	% of funds to be awarded
Winter: January – April	25% \$1250
Summer: May – August	50% \$2500 / now \$3522 w/ STP Donation
Fall: September - December	25% \$1250

The demand for the program has been strong. By July 17th, less than half way through the summer season, \$2,669.95 in scholarships had been awarded, leaving less than \$400 available for scholarships through August 31st. At that time, 72 scholarships had been awarded. Forty of those scholarships were 100% scholarships, 26 were 75% scholarships, and 6 were 50% scholarships. The total cost per course registration ranged from \$26 for Saturday classes to \$55 for morning summer lessons. These scholarships contributed to or covered fees associated with 585 classes.

DISCUSSION

Demand for swimming lessons and aquatic fitness opportunities are strong, and the demand for scholarships has also been robust. As the summer swim session comes to a close, scholarship needs still exist. The summer allocation of scholarship funds is dwindling and some students may have to wait until fall to begin or continue lessons when additional funding becomes

available. The struggle is that proficient swimming and water safety skills cannot be fully developed in one session of swimming lessons. It takes multiple sessions of swimming lesson participation to develop the skills to safely be able to be around and/or swim in open water that is so easily accessible in the Puget Sound region with all the rivers, lakes and the ocean. Under the current Scholarship Program Policy 80% of the 2,800 children attending the Tukwila School District qualify for a scholarship of at least 50%, with the majority of those children qualifying for a scholarship of 100%. Statistics show that drowning is the second leading cause of injury related death for children 19 and under. That fact, along with high incidence of obesity, diabetes and other health challenges in our area, and the effects of low income, are all factors making the Scholarship Program at the Pool an opportunity to improve and possibly save kids' lives.

Option 1 – Follow the outlined scholarship award percentage breakdown according to the seasons with the current funding. This option could likely run short on funds for both the remainder of the summer season and in the fall.

Option 2 – Authorize the use of the remaining funds to be used as needed regardless of the seasonal percentages.

Option 3 – Authorize additional funding of \$4,500 to the scholarship program for the remainder of 2013.

RECOMMENDATION

Option 3 - Authorize additional funding of \$4,500 to the scholarship program for the remainder of 2013 and direct TPAC to conduct fundraising efforts to offset the expense of this service.

ATTACHMENTS

- A. Policy #300.01 Tukwila Metropolitan Park District Pool Scholarship Program

Subject	Scholarship Program	Policy #	300.01
Effective Date	Immediately		
Last Revised	March 18, 2013		
Approved By	<i>[Signature]</i>	Date	3-20-13

PURPOSE OF POLICY

To establish policy and guidelines for the scholarship program at the Tukwila Pool.

POLICY STATEMENT: The Tukwila Pool will maintain a scholarship program to ensure that everyone has access to aquatic recreation and aquatic learning opportunities. It will be the responsibility of the Aquatics Coordinator, or their designee, to administer and maintain the Tukwila Pool Scholarship Program.

QUALIFICATION AND AWARD: Applicants must qualify to receive an award.

Qualification is based upon Household Income Guidelines or Free and Reduced Lunch Qualification. The U.S. Department of Housing and Urban Development's current "Income Guidelines for King County" will be used as the basis for establishing the award guidelines. Additionally, students qualifying for free/reduced lunch with the Tukwila or Highline School Districts may automatically qualify. The table below details award amounts based upon qualifications.

Tukwila/Highline Free/Reduced Lunch	HUD Income Guidelines	Scholarship Award Amount
	80% - 50% of Median Income	50% of program or pass cost
Reduced Lunch	50% - 30% of Median Income	75% of program or pass cost
Free Lunch	30% or lower of Median Income	100% of program or pass cost

Scholarships are distributed to residents and/or students in Tukwila. Proof of residency and/or verification of school attendance may be required.

Scholarship awards may not be available for all programs, and some programs may only be eligible for partial funding.

SCHOLARSHIP AVAILABILITY: Scholarships are dependent upon annual funding, season, and participation limits.

Funding: The Scholarship Fund is determined annually and funding is allocated through the budget process.

Seasonal Distribution: Annual funding is distributed as detailed in the table below. Scholarship awards will only be valid for the season for which the application was submitted, however, a complete application is valid for one year from the time it was submitted. Applicants need not complete a new application for each season for up to one year.

Season	% of funds to be awarded
Winter: January – April	25%
Summer: May – August	50%
Fall: September - December	25%

Participation Limits: Scholarships are awarded on a first-come, first-served basis. One scholarship per participant per season may be awarded. Additional scholarships may be awarded at the discretion of the Aquatics Coordinator depending upon funding availability. Only lessons continuation will be considered for additional scholarship funding in a given season. The intent of additional scholarships for swim lessons is to encourage skills competency relative to water safety.

REVIEW PROCESS: The following steps will be taken to ensure accurate and consistent review.

1. Scholarship requests will be accepted at the Tukwila Pool on an ongoing basis.
2. Requests will be promptly reviewed by the Aquatics Coordinator or his/her designee.
3. Scholarship Request Forms must be complete for consideration. Incomplete forms will be returned to the applicant.
4. Applicants will be notified of their award status by US Mail within 10 business days of application receipt

CONFIDENTIALITY All application materials will be confidential and used solely to evaluate and/or confirm eligibility for the Tukwila Pool Scholarship Program.

DEFINITIONS:

Scholarship – A partial or complete reduction of fees or resident rates for a Tukwila Pool Program or Pass.

Program – Offerings for which the Tukwila Pool has a course fee for.


Pass – A pass for which an individual can register for that allows them access to drop in offerings at Tukwila Pool.

HUD Income Guidelines – United States Department of Housing and Urban Development (HUD) "Income Guidelines for King County" for the current fiscal year will be used as the basis for establishing income guidelines.

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: August 14, 2013

SUBJECT: 2014 Preliminary Budget and 20-year plans

ISSUE

A preliminary review of the 2014 budget and 20-year financial plans.

DISCUSSION

The MPD Board must adopt the 2014 budget by December 31, 2013. The proposed budget for 2014 will be delivered to the Board on October 1, 2013 and is scheduled to be discussed at the October 21, 2013 MPD Meeting; and reviewed by the Tukwila Pool Advisory Committee at their October and November meetings. The budget timeline, including public hearings in October and final adoption in November, was approved by the Board at their June 17th meeting.

The preliminary 2014 budget (Attachment A) includes revenues and expenditures for similar operations as 2013 but for twelve months of operation, i.e. no major closures for capital improvements. Additional assumptions included in the budget are as follows:

- Program revenues in 2014 are forecasted at 1% over 2013 plus additional revenue from resale items. The increased participation, new program development and full operations for twelve months should allow these revenues.
- Tax Levy revenue collection began in 2013 for an estimated \$680,186 with a planned 2% increase for 2014, 1% allowed increase and 1% new construction.
- City Loan repayment used to fund operations during the formation of the MPD began in June 2013 initial payment of \$80,132 and then \$121,458 annually through May 2023.
- Pool capital improvement bond repayment began in 2013 with annual payments of \$113,130 over a 10 year period ending in 2023.
- Reduction in City contracted services based upon the service cost for June, post capital project support.
- Increase in attorney services, as a place holder for the new attorney contract.
- Increase in insurance due to increased value of the facility after the capital project was completed.
- FT salaries are reduced due to the Community Transformation Grant which reimburses salaries while staff is developing policy to reduce barriers to pool use.
- PT salaries are increased above the 4% to accommodate the TSD PE program.

20-year Financial Plans

The proposed 2014 budget and 20-year Financial Plans are the direct result of 2013 forecasted results with the goal of increasing pool participation while being fiscally responsible. There are

two different 20-year Financial Plans: Attachment B includes projections without an Executive Director and Attachment C includes \$40,000 for contracted Executive Director Services.

The 2014-2033, 20-year projections are based on the following assumptions:

- Programs fees increase at 1%.
- Tax revenues increase at 2%.
- Operating expenditures increase at 4%.
- Required reserve balance of 15% achieved.

Videotaping of meetings

The Board requested information regarding the potential cost to have the MPD Board meetings videotaped. The range of videotaping cost would be from \$100 per meeting to \$2,000 per meeting depending on the date and location of the meeting and are not included in the preliminary 2014 budget. The range of videotaping cost is as follows:

- If the MPD Board meeting follows a City Council meeting in the Council Chambers, the cost would be approximately \$100 per meeting.
- If the MPD Board meeting does not follow a City Council meeting but occurs in the Council Chambers, the cost would be approximately \$200 per meeting.
- If the MPD Board meeting occurs at another location, the cost varies depending upon the availability of streaming bandwidth or 4G wireless, the number of cameras desired and the image size desired to be broadcasted. The range of “off-site” videotaping is from \$350 per meeting to \$2,000 per meeting depending on the availability of equipment and internet capabilities.

RECOMMENDATION

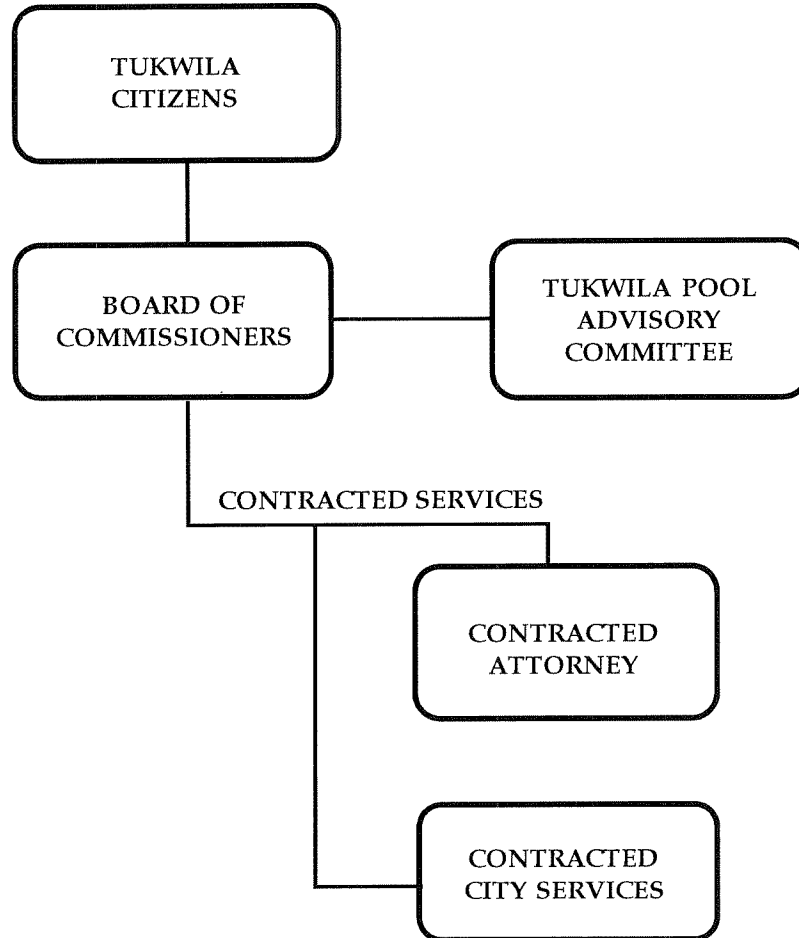
The Board is being asked to provide direction on the 2014 Metropolitan Park District budget no later than the September 16, 2013 MPD Board Meeting, prior to preparation of the 2014 Budget which is due to the Board on October 1, 2013.

ATTACHMENTS

- A. Preliminary 2014 Budget
- B. 20-Year Projection (no Executive Director)
- C. 20-Year Projection (including Executive Director)

2014 PRELIMINARY BUDGET

Metropolitan Park District



Goals & Accomplishments

DEPARTMENT: N/A

FUND: Agency

RESPONSIBLE MANAGER: Verna Seal

DIVISION: N/A

FUND NUMBER: 630

POSITION: Board President 2013

Description

The mission of the Tukwila Pool Metropolitan Park District (TMPD) is to promote and provide social, cultural, physical and safe swimming activities, lessons, and events for participants of all ages and abilities during their leisure time.

The Tukwila Pool Metropolitan Park District will provide lessons and open swims year-round. The aquatic staff, which include both part and full-time employees, are contracted resources used to conduct these water and swimming services and programs for the community. Fees are collected in an effort to offset operational costs.

2013 Accomplishments

- Increased revenues for April –July of 2013 8.8% over the same period in 2012.
- Implemented a resident and non-resident fee structure for passes
- Developed additional materials for the pool’s Employee Manual including more detailed emergency action plan, and updated procedures for processes in the renovated facility.
- Coached the Tukwila Turtles Special Olympics Swim team to be one of the largest teams participating at state level. Turtles athletes brought home 34 ribbons and medals in 2013 from the Washington State Aquatics Meet.
- Developed and implemented a long term marketing plan for the Pool and programs.
- Piloted an afterschool swimming program for middle school students in partnership with CSC.
- Developed a partnership with Global to Local to provide swimming instructions to Global to Local participants.
- Developed a partnership with Neighbor Care to provide low cost swimming lessons and participation in public programing.
- Applied for and received a \$48,000 Community Transformation Grant (CTG) from Seattle Children’s Hospital, Seattle & King County Public Health, and Healthy King County Coalition, with funds from the Centers for Disease Control and Prevention.
- Successfully piloted a summer swim team program, the Tukwila Tiger Sharks.
- Successfully completed a \$1.7 M Capital Improvement Program.
- Successfully completed Grand Re-Opening Festivities for the Tukwila Community.

2014 Program Goals

- Encourage multiple visit participation and increase the number of passes sold by 5%
- Complete work on the CTG Grant to address barriers to participation in aquatics activities and created opportunities for universal swimming.

- Build support for aquatics as part of school curriculum by delivering high quality instruction to Foster High School students enrolled in the aquatics P.E. classes.
- Implement an afternoon swim fitness program for youth 12-18 years of age during the school year.
- Encourage growth of the Tukwila Tiger Sharks summer swim team program both in participation and league size.
- Implement an event to raise funds for the Tukwila Pool Scholarship Fund.

Tukwila Metropolitan Park District

Tukwila Metropolitan Park District

Description	2012 BUDGET	2012 ACTUALS	2013 BUDGET	2014 BUDGET
Beginning Fund Balance	\$ -	\$ 59,264	\$ 197,605	\$ 371,646
REVENUE				
Tax Levy	-	-	680,186	693,790
Program Fees	128,570	170,961	180,000	181,800
Rentals	29,000	36,851	31,000	31,310
Donations	-	-	-	-
Sale of Merchandise	-	2,286	-	2,000
State Grant	-	-	416,666	
Tax Exempt Lease Program - Loan	-	-	1,000,000	
General Fund Loan	870,640	658,706	38,066	-
REVENUE TOTAL	1,028,210	868,804	2,345,918	908,900
Beginning Fund Balance + Revenues	1,028,210	928,068	2,543,523	1,280,546
EXPENDITURE				
10 Salaries & Wages	246,568	239,584	259,684	248,848
20 Personnel Benefits	78,807	71,661	81,775	73,903
30 Supplies	15,047	25,633	15,179	18,875
40 Other Services & Charges	273,674	244,657	257,122	309,525
60 Capital	-	-	1,416,666	
70 Debt Service	-	10,408	173,850	234,588
00 Other-Life Cycle Replacement	250,000	250,000	-	-
00 Other-CIP Reserve	30,000	30,000	30,000	30,000
EXPENDITURE TOTAL	894,096	871,943	2,234,276	915,739
Ending Fund Balance	134,114	56,125	309,247	364,807
Ending Fund Balance + Expenses	\$ 1,028,210	\$ 928,068	\$ 2,543,523	\$ 1,280,546
Required Reserve - Fund Balance (15% of Expenditures)		130,791	122,642	137,361

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. 2014 Salaries are lower for Aquatics Program Specialist due to performing grant work for the City of Tukwila.

PERSONNEL	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
		Salaries	Benefits		Salaries	Benefits
Aquatics Program Coordinator	1	\$ 82,872	\$ 34,097	1	\$ 85,320	\$ 35,595
Aquatics Program Specialist	1	58,812	24,501	1	33,528	13,790
Extra Labor		118,000	23,177		125,000	24,518
Overtime		-	-		5,000	-
Department Total	2	\$ 259,684	\$ 81,775	2	\$ 248,848	\$ 73,903

Professional Services

Professional services and contracts for the Metropolitan Park District include communications, security and fire monitoring, operating lease, utilities, memberships, as well as contracted legal and City services.

Account Number	Purpose	2013	2014
630.00.576.210.41.00	Consultants	\$ 100	\$ -
630.00.576.210.42.00	Phone, security and fire monitoring	4,000	2,200
630.00.576.210.43.00	Mileage, meals, lodging, parking for WRPA conferences, training	-	-
630.00.576.210.44.00	Advertising banners, newspaper job listings	4,000	3,000
630.00.576.210.45.00	Rental of scissor lift for lights and ballasts	400	750
630.00.576.210.47.00	Gas, electricity, sewer, and water	103,120	107,245
630.00.576.210.48.00	Pest control, HVAC service, boiler repair and maintenance, misc.	20,000	20,800
630.00.576.210.49.00	Permit fees, memberships, education and training	5,000	5,200
630.00.576.210.49.08	Credit card charges	3,400	4,180
630.00.576.220.45.00	Executive Director		40,000
630.00.576.220.45.00	School Lease	10,950	10,950
630.00.576.220.49.00	Contract Legal services	6,240	25,000
630.00.576.220.49.00	Contract City services	90,000	79,200
630.00.576.220.49.00	WCIA Insurance	9,912	11,000
	Total Professional Services	\$ 257,122	\$ 309,525

Performance Measures

Parks & Recreation Aquatics Recreational Services	2010 Actual	2011 Actual	2012 Actual	2013 Projection	2014 Projection
Membership visits	14,585	13,527	11,607	15,000	15,300
Drop-in: lap, family & public swim	10,276	9,969	9,365	10,000	10,200
Swimming Lesson Registrants	2,150	2,146	2,175	2,300	2,346
One Time Rentals	2,063	2,067	1,400	2,000	2,040
Team & Special Interest Group Rentals	56,370	35,164	35,000	36,000	36,720

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Tukwila Metropolitan Park District

MPD 20 YEAR FINANCIAL PLAN


Table with columns for years (2012-2033) and rows for Revenue, Budget, Actual, and various financial categories including Salaries, Benefits, and Capital Expenditures.

NOTES
23 OFFICE & OPER. SUPPLIES
24 CHEMICALS
25 RESALE SUPPLIES
26 PROFESSIONAL SERVICES
27 COMMUNICATIONS
28 TRAVEL
29 ADVERTISING
30 OPERATING RENTALS & LEASES
31 PUBLIC UTILITIES/FERVICES
32 REPAIRS & MAINTENANCE
33 MISCELLANEOUS
34 CREDIT CARD CHARGES
TOTAL OTHER SERVICES & CHARGES
TOTAL OPERATIONS & CHARGES
TOTAL EXPENDITURES
CHANGE IN FUND BALANCE
BEGINNING FUND BALANCE
ENDING FUND BALANCE
15% Fund Balance

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: August 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 Project, Operations, Other Issues and a Short Term Agenda Review.

DISCUSSION

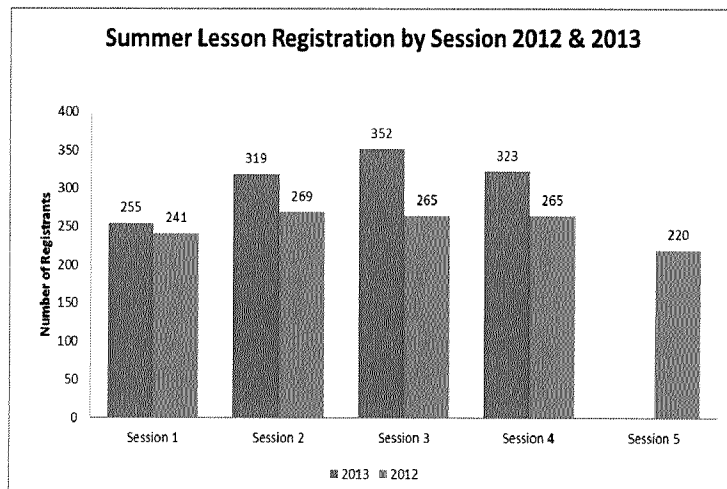
Capital Improvement Project

The capital project is on the agenda as item 4.a seeking authorization from the Board to submit the Notice of Completion Form to initiate the closeout process. There are a few outstanding warranty items that are being addressed. The pool will be closed the week following Labor Day to allow the warranty work to be completed. The pool is scheduled to re-open on Monday, September 9, 2013.

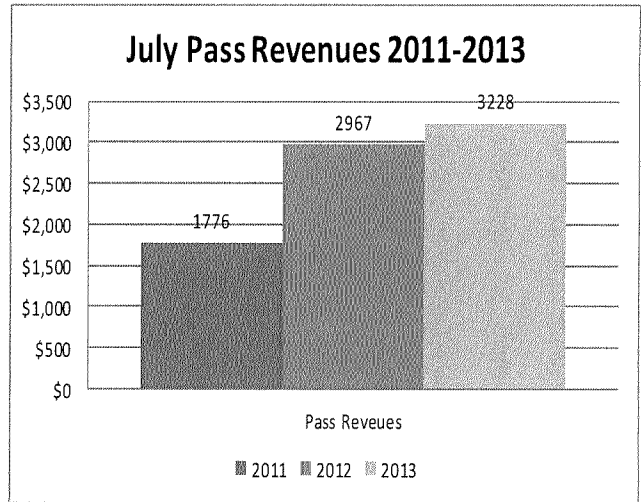
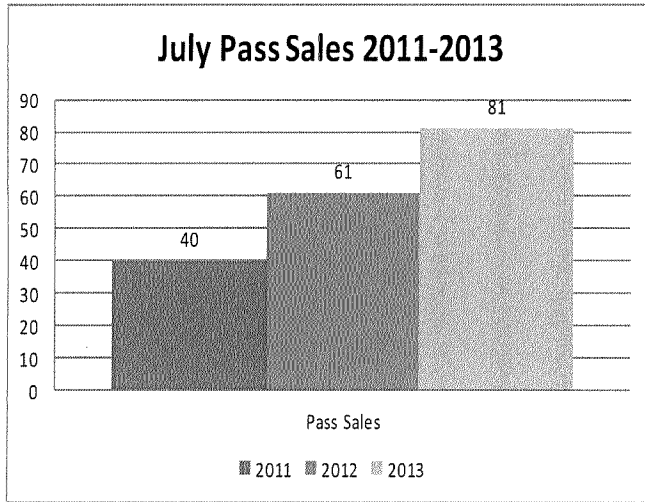
Operations

Revenues: July revenue was the best revenue month on record, totaling \$37,368.00, exceeding the previous record (July 2012) by 4.89%. July is the third month in a row that the Pool has broken the monthly record for revenue. For comparable months (April - July) revenues are up 11.4% over 2012.

Swimming Lessons: Lessons continue to accommodate record numbers of registrants. The first 4 sessions of the summer had 1,249 registrants compared to 1,260 registrants for the entire summer of 2012. The average increase in participation per session was 19.78% over 2012.



Pass Sales: Sales continue to be strong. 81 passes were sold in July, totaling \$3,288 in revenue, compared with 61 pass sales July 2012.



Swim Team: The Tukwila Tiger Sharks completed their first season at the championship meet Saturday, August 10th. Parents of the 18 inaugural participants have requested staff form a team during the school year. Requests for a school year team have also been fielded from numerous parents whose children participate in swimming lessons. Staff is developing a plan to respond to these requests.

Rentals: Summer Rentals have gone very smoothly with returning camps visiting the pool nearly every afternoon. Camps visiting the pool this summer include Camp Tukwilly, TeenVenture Camp, Museum of Flight ACE Camp, and Seattle Urban Ministries Camp. Alaska Airlines & Boeing Flight Test department visited the pool for multiple bookings in July to complete water landing safety training for the Boeing employees on the 787 program.

Partnerships: Partnerships continue to result in more participation and access to the pool for Tukwila residents. The partnership staff has built with Global2Local has resulted in 45 participants from 4 community health groups who started swimming lessons in July. NeighborCare patients continue to enjoy swimming at the pool at a reduced fee due to the partnership pool Staff and NeighborCare staff have worked out. Work continued on the CTG Grant with a focus on partnerships and community outreach to overcome barriers to participation. Refuge Women’s Alliance summer camp has worked with staff so their campers could participate in swimming this summer as well.

Staff: In July, three new staff members were in the hiring and orientation process. Staff recertification training also occurred in July for a number of staff members. Increased staffing levels have resulted in the ability for more programming to occur this summer including additional swimming lesson offerings.

Other Issues

Organizational Chart with Certifications

At the July 15, 2013 Board members requested a list of staff certifications by job title, Attachment A provides this detail.

Long Term Agenda Spreadsheet

At the July 15, 2013 Board members requested the Long-Term Agenda spreadsheet to be included in the agenda packet. This chart is attached as Attachment B.

Quarterly Reports

Attachment C provides the quarterly attendance breakdown and associated revenues. Attachment D provides the second quarter revenues, expenditures and fund balances report as well as a breakdown of staff time.

ATTACHMENTS

- A. Staff Certifications
- B. MPD Long Term Board Meeting Spreadsheet
- C. 2nd Quarter Report: Attendance Breakdown
- D. 2nd Quarter Report: Revenues, Expenditures, Fund Balances Report / Staff Report

Staff Certifications

City of Tukwila Contracted Services Staff	<ul style="list-style-type: none"> All Parks and Recreation Department Staff have CPR/AED and Basic First Aid certifications Facility and Maintenance Coordinator has Certified Pool Operator certification
Aquatics Coordinator	<ul style="list-style-type: none"> Aquatics Facility Operator American Red Cross Water Safety Instructor Trainer American Red Cross Water Safety Instructor American Red Cross Lifeguard CPR/AED First Aid Bloodborne Pathogens Training American Swim Coaches Association Certified Coach Level 3 Swim America Program Director Special Olympics of Washington Certified Coach PADI Rescue Diver
Aquatics Specialist	<ul style="list-style-type: none"> Aquatics Facility Operator Certified Pool Operator American Red Cross Water Safety Instructor Trainer Candidate American Red Cross Lifeguard Instructor American Red Cross Water Safety Instructor American Red Cross Lifeguard CPR/AED First Aid Bloodborne Pathogens Training Special Olympics of Washington Certified Coach PADI Open Water Diver
Lifeguards	<ul style="list-style-type: none"> American Red Cross Lifeguard CPR, AED First Aid Blood Bourne Pathogens Training
Swim Instructors	<ul style="list-style-type: none"> In-house training and evaluation
Water Safety Instructors	<ul style="list-style-type: none"> American Red Cross Water Safety Instructor
Fitness Instructors	<ul style="list-style-type: none"> In-house training and evaluation

Tukwila Metropolitan Park District Long-Term Agenda 2013

		2013											
		January 1/22/13	February 2/19/13	March 3/18/13	April 4/15/13	May 5/20/13	June 6/17/13	July 7/15/13	August 8/19/13	September 9/16/13	October 10/21/13	November 11/18/13	December 12/16/13
Consent Agenda;		Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	Consent Agenda;	
Approval of minutes; and vouchers.		Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	Approval of minutes; and vouchers.	
Capital Project Update		Capital Project Update	Capital Project Update	Capital Project Update	Adopt: Vision and goals	Adopt: vision and goals for MPD	Approve process & timeline for hiring of ED	Audit/retire Board President to regenerate contract for legal services	Preliminary Budget: Director Programs & Fees Discussion & Fee Study	Consent: pool Operations Presentation	Adopt: 2014 Program Fees	Appointment of Officers	
2013 Programs & Fees Review		Capital Project: IIA w/ City for long term general obligation bonds	Capital Project: IIA w/ City for long term general obligation bonds	Approve: 4-15-13 for legal services	Approve: 4-15-13 for legal services	Adopt: revised long term agenda	Annual Review: Rental Policy	Update on E.D. hiring process	Executive Director Selection		Policy: 3rd Grade Voucher Program	Programs & Fees Discussion	
Method to appoint Board President & Clerk		Marketing: Logo, tag line, etc.	Marketing: Logo, tag line, etc.	Authorizing Addendum #2 I/A w/ City extend contract to 1/23/13	Policy Review: Budget timeline	Policy Review: Budget timeline	Policy Review: Budget timeline	Consultant: Review of Pool Operations	Quarterly Report - Year End, Program & Financial: Support Services		Support Services: Discussion	Public Hearing: 2014 Budget: 1% tax increase	
STP Comparison Report		Scholarship program	Scholarship program	Endorsement of Community Transformation Grant, \$48,000 policy to remove barriers to applicants	Endorsement of Community Transformation Grant, \$48,000 policy to remove barriers to applicants	Quarterly Report - Year End, Program & Financial: Support Services		Tukwila Pool Operations [01]			Proposed 2014 Budget Review	Resolutions: Adopt: 2014 Budget: 2014 Tax Levy	
Capital Project Update		Board Retreat: planning & agenda	Board Retreat: planning & agenda								Public Hearing: 2014 Budget & Tax Increase (1%)	2013 PAC Items: Explanation #1 & #2	
Capital Project: TOUR		2012 Year End Report - Program & Financial	2012 Year End Report - Program & Financial								Structure into Due	Preliminary Long Term Agenda	

Color KEY
Consent Agenda
Budget Items
Capital Issues
Policy Issues
Support Services
PAC Issues
Legal Services: Issues
Long term planning
Reports

Tukwila Metropolitan Parks District
Tukwila Pool Fee Revenues
2nd Quarter 2013

Row #	Program Fee Type	Resident		Non Resident		Total		2013 proposed revenue	% of 2013 proposed revenue	2012 actual	
		#	\$	#	\$	#	\$			#	\$
1	Adult Drop-in					928	\$3,712.00			986	\$3,944
2	Youth Drop-in					1,584	\$4,752.00			1252	\$3,756
3	Sr Drop-in					410	\$1,230.00			569	\$1,707
4	Adult H2OX Drop-in					14	\$84.00			41	\$246
5	Sr. H2OX Drop-in					45	\$225.00			33	\$165
6	Misc. Drop-ins					164	\$321.00			90	\$180
7	Subtotal Drop-ins					3,145	\$10,324.00	\$9,700	106%	2971	\$9,998
8	Youth 1 Month Pass	7	\$169	5	\$175	12	\$344			9	\$280
9	Adult 1 Month Pass	22	\$840	8	\$289	30	\$1,129			21	\$849
10	Sr. 1 Month Pass	9	\$233	4	\$140	13	\$373			6	\$191
11	Youth 3 Month Pass	4	\$264	0	\$0	4	\$264			0	\$0
12	Adult 3 Month Pass	2	\$210	3	\$386	5	\$596			7	\$789
13	Sr. 3 Month Pass	4	\$264	7	\$161	11	\$425			4	\$281
14	Youth 6 Month Pass	0	\$0	0	\$0	0	\$0			0	\$0
15	Adult 6 Month Pass	0	\$0	1	\$236	1	\$236			1	\$187
16	Sr. 6 Month Pass	0	\$0	1	\$147	1	\$147			3	\$406
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	\$388
19	Sr. 12 Month Pass	5	\$899	7	\$1,520	12	\$2,419			5	\$944
20	Youth 10 Punch Pass	4	\$108	3	\$30	7	\$138			10	\$282
21	Adult 10 Punch Pass	34	\$1,194	3	\$110	37	\$1,304			31	\$1,148
22	Senior 10 Punch Pass	11	\$297	11	\$325	22	\$622			35	\$978
23	Youth 20 Punch Card	0	\$0	2	\$120	2	\$120			0	\$0
24	Adult 20 Punch Card	1	\$72	4	\$308	5	\$380			8	\$592
25	Senior 20 Punch Pass	6	\$324	3	\$180	9	\$504			18	\$1,008
26	Adult H2OX 10 visit	3	\$156	6	\$320	9	\$476			4	\$214
27	Sr. H2OX 10 visit	1	\$42	1	\$44	2	\$86			6	\$254
28	Adult H2OX 20 visit	0	\$0	0	\$0	0	\$0			1	\$110
29	Sr. H2OX 20 visit	3	\$252	1	\$88	4	\$340			1	\$84
30	Subtotal Pass Sales	116	\$5,323	71	\$4,967	187	\$10,290	\$8,800	117%	171	\$8,985
31	All Pass Scans	1,419		1,992		3,411				3,613	
32	Swim Lessons	3,547	\$19,508	2,811	\$16,868	6,358	\$36,377			6,123	\$35,164
33	Private Lessons	2	\$50	1	\$30	3	\$80			41	\$1,025
34	Semi Private Lessons	0	\$0	3	\$105	3	\$105			0	\$0
35	Subtotal Lessons	3,549	\$19,558	2,815	\$17,003	6,364	\$36,562	\$31,100	118%	6164	\$36,189
36	Total Programs	Drop-ins, Pass Sales & Lessons				12,920	\$57,175.75	\$49,600	115%	9,306	\$55,172
37	One Time Rentals	8	\$892	7	\$858	650	\$1,750.00			565	\$1,625
38	Rentals -Special Int. Grps	0	\$0	13	\$7,243	8,535	\$7,243.00			10,227	\$6,875
40	Lockers					2,172	\$543.00			1,910	\$478
41	Subtotal Rentals	8	\$892	7	\$8,101	15	\$9,536.00	\$12,000	79%	12,702	\$8,977
42	Vending					\$499	\$300	0%		\$721	
43	Donations					\$1,198	\$0	0%		\$145	
44	Merchandise					\$655	\$0	0%		\$0	
45	Scholarships Awarded					35	\$1,569	\$0	0%	\$0	
45	Subtotal Other					\$3,921	\$600	0%		\$866	
46	Estimated Visits					22,105				22,008	
47	Total Revenue Earned					\$70,632.26	\$62,200	114%		\$65,014.31	
48	2013 Revenue Goal									YTD	
49	\$211,000.00					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	\$87,521.86	
50						YTD @ end of Q	YTD @ end of Q	YTD @ end of Q	YTD @ end of Q	% of goal	
51						\$16,889.60	\$87,521.86			41.48%	

TUKWILA POOL MPD
Revenues, Expenditures and Fund Balance
January 1, 2013 to June 30, 2013

Percent of year expired 50.00%

	BUDGET	Actual Results				Q2 TOTAL	YTD TOTAL	% of BUDGET
		Q1 TOTAL	APR	MAY	JUN			
REVENUE								
TAX REVENUE	\$ 680,186	\$ -	\$ -	\$ 334,576	\$ 26,026	\$ 360,602	\$ 350,502	52.0%
PROGRAMS	180,000	16,573	17,941	17,213	25,205	60,359	76,931	42.7%
RENTALS	31,000	2,870	1,965	2,052	4,263	8,280	11,150	36.0%
OTHER	-	(183)	(5)	(1)	451	445	262	0.0%
SALE OF MERCHANDISE	-	73	138	149	175	461	534	0.0%
DONATIONS	-	5	1	156	-	157	162	0.0%
OPERATING LOAN	38,066	250,000	-	-	-	-	250,000	656.8%
TOTAL REVENUE	898,252	269,338	20,039	354,145	56,119	430,303	699,641	77.9%
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	6,240	726	350	-	-	350	1,076	17.2%
46 INSURANCE	9,912	8,672	-	-	-	-	8,672	87.5%
TOTAL ADMINISTRATION	117,102	31,898	7,850	7,500	7,500	22,850	54,748	46.8%
CAPITAL & DEBT SERVICE								
BRIDGE LOAN	88,245	-	-	9,284	10,121	19,406	19,406	22.0%
BOND PAYMENT	85,605	-	-	56,565	-	56,565	56,565	66.1%
CIP RESERVE	30,000	-	-	-	-	-	-	0.0%
TOTAL CAPITAL & DEBT SERVICE	203,850	-	-	65,849	10,121	75,971	75,971	37.3%
OPERATIONS								
11 SALARIES	141,684	27,018	11,690	11,690	11,690	35,070	62,088	43.8%
12 EXTRA LABOR	118,000	9,584	12,716	12,584	12,666	37,966	47,550	40.3%
13 OVERTIME	-	-	-	-	-	-	-	0.0%
SALARIES & WAGES	259,684	36,603	24,406	24,274	24,356	73,036	109,639	42.2%
21 FICA	19,773	2,784	1,859	1,849	1,856	5,564	8,348	42.2%
23 PERS	15,106	1,870	990	970	971	2,931	4,802	31.8%
24 INDUSTRIAL INSURANCE	14,694	1,617	1,429	2,339	1,377	5,145	6,762	46.0%
25 LIFE,OPTICAL	1,263	252	107	115	100	322	574	45.4%
25 MEDICAL,DENTAL,LIFE,OPTICAL	30,939	6,029	2,578	2,578	2,578	7,735	13,764	44.5%
PERSONNEL BENEFITS	81,775	12,552	6,964	7,852	6,882	21,698	34,250	41.9%
31 OFFICE & OPERATING SUPPLIES	8,679	15,876	6,076	2,792	(19,253)	(10,385)	5,491	63.3%
31 CHEMICALS	6,500	730	293	129	574	997	1,726	26.6%
31 CENTRAL SUPPLIES	-	-	-	-	-	-	-	0.0%
34 RESALE PURCHASES	-	-	841	(73)	72	840	840	0.0%
SUPPLIES	15,179	16,605	7,210	2,849	(18,608)	(8,549)	8,057	53.1%
41 PROFESSIONAL SERVICES	100	465	2,744	-	(420)	2,324	2,789	2789.0%
42 COMMUNICATION	4,000	629	121	273	81	475	1,104	27.6%
43 TRAVEL	-	-	-	-	-	-	-	0.0%
44 ADVERTISING	4,000	507	1,109	772	961	2,842	3,349	83.7%
45 OPERATING RENTALS & LEASES	400	-	-	-	-	-	-	0.0%
47 PUBLIC UTILITY SERVICES	103,120	10,454	8,161	7,308	5,202	20,671	31,125	30.2%
48 REPAIRS & MAINTENANCE	20,000	147	1,579	147	1,393	3,119	3,266	16.3%
49 MISCELLANEOUS	5,000	1,092	646	882	401	1,928	3,020	60.4%
49 CREDIT CARD FEES	3,400	346	484	420	512	1,416	1,762	51.8%
OTHER SERVICES & CHARGES	140,020	13,639	14,843	9,802	8,130	32,775	46,415	33.1%
TOTAL OPERATIONS	496,658	79,400	53,423	44,776	20,761	118,960	198,360	39.9%
TOTAL EXPENDITURES	817,610	111,298	61,273	118,126	38,382	217,781	329,079	40.2%
CHANGE IN FUND BALANCE	80,642	158,040	(41,234)	236,019	17,737	212,522	370,562	459.5%
BEGINNING FUND BALANCE		56,125	214,165	172,931	408,951	214,165	56,125	0.0%
ENDING FUND BALANCE	\$ 80,642	\$ 214,165	172,931	408,951	426,687	\$ 426,687	\$ 426,687	529.1%

**Tukwila Metropolitan Park District
Support Services Summary
April 2013**

PER TASK 4 (Multiple Items)

Dept Description	DEPT	Values	Sum of SALARIES & BENEFITS
City Administrator/City Clerk	03	13.25	770.43
Human Resources	04	2.00	95.06
Finance	05	23.00	1,377.88
Parks and Recreation	07	206.00	11,539.36
Information Technology	12	1.50	79.34
Parks and Recreation	15	21.00	760.51
Grand Total		266.75	\$14,622.58

Activity Date (Multiple Items)

Sum of Hours	Activity Description	Total
CARLSEN, VICTORIA		
	MPD Accounting	0.5
		0.5
CLINE, DAVID		
	MPD meeting	2
		2
EATON, ROBERT		
	FM = 8hrs	8
	FM = 3hrs	3
	PM = 5hrs Punchlist items with Andy / FM = 4hrs	9
	GA = 3hrs Agenda Prep / FM = 3.5hrs backwash, purchasing supplies, prepping projects	6.5
	GA = 2hrs DOC Grant application prep / FM = 2hrs working with Alex	4
	GA = DOC Grant application prep and hours tracking, Controls Training = 1hr, FM = 1hr	7
	PM = VFD troubleshooting	3
	PM = VFD troubleshooting, pool closed this morning.	7
	PM = Boiler Training and covers training, FM = Working with Alex while pool closed for failed VFD replacement.	8
	Callback for pool recirc pump work after contractor done with VFD installation.	4
	FM = Prep for opening on Saturday	6
	FM = In-house Projects, prep for Grand Re-Opening = 6hrs	6
	Agenda Prep = 3hrs, FM In-house Projects = 3hrs	6
	FM = In-house Projects, final prep for Grand Re-Opening	9
	Pool Grand Re-Opening Prep = 3hrs, FM = 3hrs	6
	Building Alarm at 5:30pm	4
	Pool Grand Re-Opening	6
	FM Door Repairs = 3.5hrs	3.5
FRICKE, KAREN		
	MPD Payroll Processing	2
		2
GARDNER, STEPHANIE		
	TPAC Meeting: Planning/Participation	50
		2

**Tukwila Metropolitan Park District
Support Services Summary
April 2013**

	PER	4	
GARDNER, STEPHANIE	MPD: Grand Re-Opening planning and implementation	18	
	MPD: Board Meeting Prep. (research, memo prep, agenda packet prep.)	22	
	MPD Pool Opening (prep)	8	
HART, MELISSA		3.5	
	Staff support for 4/15 MPD meeting, process documents and convert audio recording for inclusion into the Digital Records Center	2	
LAFLEUR, BRENDA	Edit MPD minutes from the April 15th meeting and distribute.	1.5	
		2	
	Pool recruitment process	2	
LE, BAO-TRAN		1.75	
	DIGITIZE draft agenda	0.5	
	DIGITIZE MPD documents; TPAC documents	0.25	
	DIGITIZE agenda and document	0.5	
	DIGITIZE MPD and STP documents	0.5	
MARCUM, MICHAEL		0.25	
	IT Administrative	0.25	
MCCARTHY, PEGGY		2	
	Review financial statements, accounting entries	1	
	MPD meeting	1	
O'FLAHERTY, CHRISTY		4.75	
	MPD: Prepare draft agenda and distribute to staff; communication with minute taker regarding schedule of meetings	0.5	
	MPD: Communication with Board President and Clerk and Board Attorney regarding time change for meeting; distribute draft agenda to staff; create draft special meeting notice; receipt of Pool Comparison report from STP member	1.5	
	MPD: Review RFP for legal services; provided suggested edits and information to include prior examples	0.5	
	MPD: Receipt of multiple emails with attached documents for the agenda; reviewed documents; made necessary revisions; talked with staff; printed and compiled packet; distribution to Board President and Clerk	1.5	
	MPD: Review and edits to draft MPD minutes	0.75	
SAXTON, BARBARA		1.25	
	Proofread 3-18-13 MPD meeting minutes.	0.25	
	Create agenda sheet for 4-15-13 MPD meeting.	0.5	
	Proofread 4-15-13 MPD meeting minutes.	0.5	
STILL, RICK		22	
	MPD Agenda Memos	11	
	MPD TPAC meeting	1.5	
	MPD Agenda prep	2	
	time cards, DJ update from week, RE check in, misc.	3	
	MPD Roof observations	4.5	
ZELLERHOFF, CRAIG		12	
	MPD Accounting	12	
JABER, SUSAN		2	
	AP Processing	2	
CARPENTIER, TIMOTHY		5	

**Tukwila Metropolitan Park District
Support Services Summary
April 2013**

	PER	4
CARPENTIER, TIMOTHY	MPD grounds maintenance	3
	MPD routine maintenance	2
AGMATA, STACEY		2
	MPD Accounting Processes	2
JAEGER, BRIAN		16
	Routine grounds maintenance	2
	Grounds Routine maint.	2
	Prepare grounds for reopening event. flowers, bark, pressure wash etc...	10
	Routine Maint.	2
TAKECHI, RICHARD		2.5
	Processing MPD Receipts	2
	Preparing excise tax return	0.5
HALE, PAULA		22
	Process deposit	22
MCCONNAUGHEY, SHERYL		2
	MPD pool opening	2
TRINH, BAO		0.25
	IT Network	0.25
KIRBY, SCOTT		1
	Updates made to tukwilapool.org	1
HANSEN, PENNY		2
	Processing MPD Receipts	2
SUREK, PAUL		2
	pool re opening	2
Grand Total		266.75

Tukwila Metropolitan Park District
 Support Services Summary
 May 2013

PER TASK 5 (Multiple Items)

Dept Description	DEPT	Values	Sum of SALARIES & BENEFITS
City Administrator/City Clerk	03	12.00	554.06
Finance	05	6.75	302.24
Parks and Recreation	07	56.50	3,442.13
Parks and Recreation	15	7.00	233.62
Grand Total		82.25	\$4,532.05

Activity Date	Activity Description	Total
	ALMBERG-DIDEON, DANA	
	Copy & distribute MPD packet	1.5
	Auto upload of Class data into Eden	1
	MPD meeting	2
	EATON, ROBERT	
	Meeting with Andy and boiler disconnect	1.5
	Backwash for 2hrs and DOC Grant Reimbursement Application for 3hrs	5
	Door repair/adjustment at pool	1
	Meeting with Roof Contractor	1
	Weekly Construction Meeting for 1hr and Agenda Prep for 1.5hrs.	2.5
	Backwash	2
	FM	3.5
	FRICKE, KAREN	
	MPD Payroll Processing	2
	HART, MELISSA	
	Assist in the preparation of the May 20th MPD Agenda packet.	1
	Staff the MPD meeting and prepare minute template.	2
	Edit the minutes received from Lady of Letters for the May 20th MPD meeting.	1.5
	LE, BAO-TRAN	
	DIGITIZE MPD documents	2
	DIGITIZE agenda packet and documents	0.25
	DIGITIZE documents	1.25
	DIGITIZE TPAC docs	0.25
	O'FLAHERTY, CHRISTY	
	MPD: Receipt of email to add STP presentation to agenda; amend draft agenda; distribution of draft agenda and deadlines for information to staff	2
		0.5

**Tukwila Metropolitan Park District
Support Services Summary
May 2013**

PER		5
O'FLAHERTY, CHRISTY	MPD: Receipt of electronic documents for agenda; review; edit as necessary and compile packet	1
	MPD: Final compilation of documents (color) for MPD agenda; distribute links to the Board and Board Attorney	0.5
STILL, RICK		18
	MPD TPAC	2
	MPD Construction Meeting	1
	MPD Agenda Memos	9
	MPD meeting	2
	MPD Roof walk through	1
	TSD DR.M. meeting	1
	MPD Prep	2
JABER, SUSAN		2
	AP Processing	2
AGMATA, STACEY		1
	Create accounts for new staff	1
JAEGER, BRIAN		7
	Routine Maint.	1.5
	Routine maintenance	5.5
TAKECHI, RICHARD		1.25
	Processing MPD Receipts	0.25
	Excise tax preparation	0.5
	Process MPD cash receipts	0.5
HALE, PAULA		21
	Pool deposit	21
HANSEN, PENNY		0.5
	Processing MPD Receipts	0.5
Grand Total		82.25

Tukwila Metropolitan Park District
 Support Services Summary
 June 2013

PER TASK	DEPT	Sum of HOURS	Sum of SALARIES & BENEFITS
6 (Multiple Items)	03	13.00	821.34
	04	1.00	38.74
	05	17.50	915.70
	07	72.50	4,605.01
	12	1.50	60.02
	15	7.50	309.79
Grand Total		113.00	\$6,750.60

Activity Date	Activity Description	Total
	MPD meeting	2
	MPD meeting	2
	MP = 2hrs / FM = 1hr	36
	PM = Troubleshooting with the Commissioning Controls Tech on some issues.	3
	GA	2
	Intruder Alarm @ 3:30am	4.5
	Agenda Prep	4
	FM = backwash, misc maintenance	3.5
	PM = Met with PSE, met with HVAC Service Contract Rep = 3hrs / FM = 1hr	2
	Agenda Prep - Pool Ops 101	4
	PM = Project Closeout Meeting	5
	PM = Facility Software Training	1
	Callback for pool cover stuck in gutter. Happened after timesheet had been turned in.	3
		4
		4
FRICKE, KAREN	MPD Payroll Processing	2
		2
LAFLEUR, BRENDA	Recruiting Process	1
		1
LE, BAO-TRAN	DIGITIZE documents	1
	DIGITIZE TPAC docs	0.25
	DIGITIZE agenda packet	0.25
MARCUM, MICHAEL		0.5
	.25 IT Administrative, 1.25 IT PRINTERS	1.5
		1.5
O'FLAHERTY, CHRISTY	MPD: Collaboration with staff and Board President regarding packet materials; review documentation, provide input, prepare and compile packet	9
	MPD: Staff support at Board Meeting; distribute signed and approved minutes and voucher sheets; provide scope of services information to Parks and Recreation staff	2
	MPD: Compose Minutes from MPD meeting	1.5
		5

**Tukwila Metropolitan Park District
Support Services Summary
June 2013**

PER		6	
O'FLAHERTY, CHRISTY	MPD: Contact staff to acquire Scholarship Policy; create repository in Digital Records Center; add "Policies" to drop down menu; contact Board President and Clerk to let them know the policy is available in the Digital Records Center as requested by TPAC	0.5	0.5
SAXTON, BARBARA		1	
	Create agenda sheet for 6-17-13 MPD meeting.	0.5	
	Proof/edit 6-17-13 MPD meeting minutes.	0.5	
STILL, RICK		14.5	
	MPD Agenda Memos	5	
	MPD Agenda prep	1	
	MPD Construction - McK cop's, Bates invoice	1	
	E.D. discussion w/AK, DR, DC	1	
	MPD Roof invoice, NOC	1	
	MPD Construction meeting - close out	1.5	
	2014 budget plan	2	
	MPD Budget prep	2	
ZELLERHOFF, CRAIG		12.5	
	MPD Accounting	12.5	
JABER, SUSAN		1	
	AP Processing	1	
AGMATA, STACEY		4	
	updating user passwords	1	
	Updating GL accounts	2	
	New accounts for staff	1	
JAEGER, BRIAN		7.5	
	Routine Maint.	5.5	
	Routine/Spraying weeds	2	
TAKECHI, RICHARD		0.75	
	Excise tax return	0.5	
	Process MPD receipts	0.25	
HALE, PAULA		18	
	Pool deposit	18	
HANSEN, PENNY		1.25	
	Processing MPD Receipts	1.25	
Grand Total		113	

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

ITEM NO

5.C.

TO: **Tukwila Pool Advisory Committee**
FROM: David Puki - Chair
DATE: 6/21/2013
SUBJECT: **Tukwila Pool Advisory Committee Meeting**

If you are unable to attend, please notify David at 206-248-7973

AGENDA

Mon., July 8th, 2013

7:00 AM

Meeting Location: TCC

Tentative only: times and priority to be determined

Call to Order

Approval of Minutes – June 5th, 2013

Business Items:

- 1) 10 min. - Follow-up on recommendation that policies be made available to the public.
- 2) 5 min. - Update on summer school swimming program?
- 3) 20 min. - Incorporating Patron Feedback: Suggestion box at the pool. Process for implementation. Acquiring the box, signage and location of the box.
- 4) 20 min. - OPMA report from Chairman following training seminar on 6/25 and committee discussion.
- 5) 10 min. - Best Practices priority and guidance discussion of Board feedback.
- 6) 25 min. - Board Direction for TPAC Work plan/Priorities:
 - a. **Discussion on cooperative coordination with other Pools, MPD's and Advisory Boards.**
 - b. **Discussion of Resolution 8 direction and purpose for TPAC.**

Other

Next Meeting: August 7th, 2013

Adjournment

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chairman

DATE: August 14, 2013

SUBJECT: TPAC Committee Chair's Report

ISSUE

Summary of the August meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date August 07, 2013

DISCUSSION

- 1) A follow-up discussion regarding policies and implementation of the TPAC suggestion box led to a very lively discussion with Vanessa leading the way. All issues were resolved. The box has been installed and is in use. Thank you Vanessa!
- 2) The presentation for 2014 Aquatics Programming unfortunately was not available for TPAC to start reviewing. The presentation has been delayed for one month.
- 3) Discussion has gotten underway on forming Key Partnerships with other area Pools per TPAC/MPD adopted best practices. Members will research Public and Community Pools in the area and compile a list at the next Sept. meeting.
- 4) Pool safety and hygiene were discussed. The conversation mainly focused spectator access to the pool deck in street shoes, the side entry door being held open, kids standing on benches while dressing and running on the pool deck and in the locker room. Staff walk through's, signage and spectator barricades were noted as possible solutions. Follow-up discussions will occur at next month's meeting.
- 5) A short discussion on getting local businesses involved at the pool sponsoring events and allowing advertising generated much interest from all at the meeting. It was agreed that this is an underutilized revenue idea that needs to be pursued.

ATTACHMENTS

Tukwila Pool Advisory Committee
Tukwila Community Center Meeting Room "B"
Minutes
July 8, 2013
FINAL

Call To Order: 7:05 Dave Puki

Attendance: Dave Puki, Vanessa Zaputil, Bryan Nelson, Stephanie Gardner, Jeri Frangello-Anderson

Approval of June 5, 2013 Minutes: Vanessa Zaputil made motion to accept June 5th Minutes with no corrections. Bryan Nelson seconded.

Business Items

1. *Follow-up on recommendation that policies be made available to public*

Vanessa made recommendation at last MPD meeting to post pool policies and procedures. Vanessa commented that this has happened at the pool. Vanessa and Dave asked if hard copy could be available at the pool for public review if necessary. Bryan asked what other pools are doing in regards to posting policies and procedures. Stephanie brought to our attention what is currently in place at the pool for policies and procedures. Any changes to policy or procedure is Malcom's responsibility to maintain. Discussion about pool specific procedures and policies for future and that this might be the responsibility for the future Executive Director.

7:20 meeting moved to staff lounge due to previous rental of Meeting Room "B"

Vanessa made motion to create and maintain an operation, maintenance and policies to be specific to MPD in accordance with best practices line items 8C and 8D. Currently this is a gray area and falls under Parks and Recreation. Jeri seconded.

2. *Update on summer school swimming program*

Stephanie reported that Amy had indicated the swim lessons were at capacity. Vanessa made comment that she has been attending the 9:00 am lesson time and disagrees, when she has been at the pool the classes are not full sometimes only 2 swimmers to a class. Stephanie also indicated the June revenue is the highest it has been in 10 years. Stephanie will ask Amy for a full breakdown of the swim lesson classes. No summer school program was incorporated this year due to schedules had already been set for the summer. Stephanie did indicate that flyers were passed out to all students prior to the end of the school year. Vanessa did also provide information

from a fellow parent from West Seattle who attends the morning lessons and the customer comment was a little disturbing that she makes the trek to the Tukwila Pool due to the fact that the class size is so small it is like having private lessons.

3. ***Incorporating Patron Feedback: Suggestion box at the pool.*** Process for implementation. Acquiring the box, signage and location of the box
Vanessa indicated that at the June MPD meeting she asked the board for approval of TPAC incorporating a suggestion box at the pool and the verdict was go for it. Vanessa passed out a website flyer she had found for a metal suggestion box with a holder for cards and an acrylic sleeve on the front for changing out signage. TPAC was in agreement that this was a great idea. Vanessa indicated that she would be happy to purchase the box, Stephanie indicated that the City has a catalog they usually purchase from and to see if this might be an option to help cut costs.
Location of the box was also discussed about mounting the box on the wall near the seating area next to Malcom's window. Stephanie did also mention that staff has plans of putting up an additional bulletin board somewhere in this area. With the bulletin board next to the suggestion box this might help people draw their eye to the area better. Vanessa passed out a rough draft of the poster that would be inserted into the acrylic sleeve and asked for any suggestions. Bryan indicated that bullets would be a great addition, Jeri also made a suggestion to change the type color for the "suggestions that have made a difference" to a different color. Suggestion card draft was also provided with some additional feedback.
TPAC and staff to coordinate time for taking the comments from the box on a monthly basis. Vanessa suggested that this might be a good position for the Vice-Chair to take on since the chair and secretary carry a few other duties. Comment cards would be pulled one week prior to TPAC meeting to be able to provide sufficient time to process all the comments and have them ready for the TPAC monthly meeting. Customer comments to be an added agenda item to every TPAC meeting. Target date to have the suggestion box in place is August 1, 2013.

4. ***OPMA Report from Chairman following training seminar on 6/25***
Dave reported that WA Cities Insurance put on an excellent presentation. Dave commented that even though TPAC doesn't fall under the OPMA it isn't a bad idea to be transparent to citizens. Dave's comment reflects the fact that it has been so difficult to get citizens to fill out applications for the current TPAC openings and that any additional information we can provide will only help. Vanessa made mention that this is great with reservations about the fact the some TPAC members also attend STP meetings and didn't want the Quorum rule to hinder participants from attending either meeting. Dave noted that the definition of a meeting, specifies "action must be taken for it to be considered a meeting". We agreed that this was never the case at STP meetings or other gatherings, and in fact TPAC bylaws require that items be published on the official TPAC meeting agendas before recommendations are voted on. Bryan made note that at a previous MPD meeting the board indicated that they wanted TPAC

to follow the OPMA, even though the attorney indicated that TPAC didn't fall under the guidelines since TPAC is an advisory board only and no action is taken.

5. *Best Practices Priority and Guidance*

Vanessa noted that she may have dropped the ball when filling in for Dave on asking the board for guidance. Staff recommended that TPAC take on the task of the 2014 programming to be presented at the TPAC August meeting for recommendation to the MPD October meeting.

Dave indicated that we would have to move business *Item 6 Board Direction for TPAC* to the August meeting. Vanessa commented briefly about business item 6a, cooperative coordination with other pools. TPAC to make a list of pools, advisory boards, MPDS that would be a good network of information for the Tukwila Pool. Vanessa commented that the Des Moines pool for example has reached out to her to help establish relationships to benefit all.

Next Meeting: August 7, 2013

Adjournment: Vanessa made motion to adjourn, Jeri seconded

Meeting adjourned: 8:30 am

Minutes: jfa

