

# Meeting of the Board of Commissioners TUKWILA METROPOLITAN PARK DISTRICT

Verna Seal, *President of the Board*  
Kathy Hougardy, *Clerk of the Board*

*Board Members:* ▶ Joe Duffie ▶ Dennis Robertson  
▶ Allan Ekberg  
▶ De'Sean Quinn ▶ Kate Kruller

**Monday, September 17, 2012, 7:30 PM\***  
**Tukwila City Hall Council Chambers**

**Resolution #13**

## SPECIAL MEETING

*\*Please note earlier start time for this month's meeting.*

### 1. CALL TO ORDER

### 2. CITIZEN COMMENTS

### 3. CONSENT AGENDA

- a. Approval of minutes: 8/20/12
- b. Approval of vouchers.

### 4. BUSINESS ITEMS

- a. Authorize the inclusion of Addendum 1 (to clarify the five items in the "Allowances" section) to Section 4.5.1 of the Energy Services Plan (ESP) adopted by the Board on August 20, 2012.
- b. Review and discussion of contracted support services provided by the City.
- c. Discussion regarding an independent review of contracted support services.
- d. Preliminary review of 2013 program and fees.
- e. Review and direction regarding the work plan for the Tukwila Pool Advisory Committee (TPAC).

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**Pg.5**  
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**Pg.11**  
**Pg.25**

### 5. REPORTS

- a. Commissioners
- b. Staff:
  - Capital Improvement Program (CIP) status
  - Operational issues
  - Short-term agenda review
- c. Tukwila Pool Advisory Committee:
  - Agenda and minutes
  - Chairperson report
- d. Miscellaneous:
  - Long-term agenda
  - Next meeting is October 15, 2012.

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**Pg.41**

### 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](mailto:TukwilaCityClerk@tukwilawa.gov)). This notice is available at [www.tukwilawa.gov](http://www.tukwilawa.gov), and in alternate formats with advance notice for those with disabilities.

**Tukwila Metropolitan Park District Board meetings are audio taped.**



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

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

DATE: September 17, 2012

SUBJECT: Addendum 1 to the ESP

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### ISSUE

The Board requested an Addendum to the Energy Services Proposal (ESP) to clarify the five items in the Allowances section.

### FINANCIAL IMPACT

No direct financial impact, information only.

### BACKGROUND

In efforts to afford and complete additional items on the CIP List, staff saw some project items from the overall project that looked to be potential areas of savings if the scope was reduced or an estimate was solicited from a contractor because the price proposed by the ESCO was so high. These five items became known as "Allowances" in the ESP (listed on page 25) and would not be covered in the guaranteed max price by the ESCO as explained in the attached addendum 1.

At the August 20, 2012 Board Meeting, the Board requested that additional information be provided in regards to the five items in the Allowances section of the ESP. This information is included in the attached Addendum 1 to the ESP.

### DISCUSSION

The total cost of the five Allowance items is \$279,949. If the collective total of the five items ends up costing more than that budgeted amount, then the MPD would be required to pay the difference since these are not included in the guaranteed max price by the ESCO. Because these five items are not in the base bid they may be completed by the MPD/City using the traditional Public Works project process.

Had staff not made these reductions or modifications to these five items then many more projects on the CIP List would not be getting completed. There is an element of risk associated with this approach however, the potential benefits are significant.

### RECOMMENDATION

Adopt the "Addendum 1 to the ESP" to add Section 4.5.1 "Additional Information to the Allowances" to the ESP.

### ATTACHMENTS

1. Addendum 1 to the ESP (dated 9-12-12)



The MPD Board adopted the Energy Services Proposal (ESP) from McKinstry on August 20, 2012 at which time the Board requested additional information on Section 4.5 "Allowances" on page 25 of the ESP. Below is the additional information now forth called Section 4.5.1 "Additional Information to the Allowances" that explains in greater detail the five items.

The following five items were not included as part of the base bid by McKinstry, the ESCO. These items are included in the overall project and will be completed. They are not considered as part of the base bid because the ESCO would not guarantee the max cost of these items. This is for a couple different reasons as outlined below. All five of these items can be completed by the MPD/City using the traditional Public Works project process.

**Item #16 – Bulkhead Renovation:** Allowance: \$4,500 / Original Estimate: \$14,683

This item did not get updated for the final ESP so it is not an apples to apples comparison. The Allowance amount was determined prior to the knowledge of the amounts of the ESCO's standard mark-ups as listed on page 29 of the ESP.

Original Scope: Repairing axles and wheels, and completely refinishing the surface.

Reduced Scope: Includes simply painting the existing one.

**Item #17 – Pool filter Conversion (Vac DE Option):** Allowance: \$15,000 / Original Estimate: \$149,089

This item did not get updated for the final ESP so the Original Estimate is not an apples to apples comparison with the reduced scope. The Allowance amount was determined prior to the knowledge of the amounts of the ESCO's standard mark-ups as listed on page 29 of the ESP.

Original Scope: Reconfigure the existing Vacuum DE filter system to accommodate new filter grids that can be changed out separately as opposed to having to lift the entire filter grid out of the tank. This would have provided significant savings in staff time and improved filter capacity and reduced annual maintenance costs. However, the price to do this was high enough that it was more beneficial to reduce this scope to enable more items to be completed on the CIP List.

Reduced Scope: Includes refinishing the existing filter tank, purchasing new filter grid covers, and all necessary equipment to change the filter covers in-house without having to contract this work out (which will save approximately \$1,000 annually).

**Item #19 – ADA Improvements (Parking Lot):** Allowance: \$90,000 / Original Estimate: \$101,700

This item is reduced in expense based upon having an estimate from a contractor that the City has used multiple times for this kind of work. One thing to note is that the scope of this project may increase dependent upon code requirements. Both the ESCO and the contractor's estimate were based off plans that were drawn up several years ago that has now become evident would not bring this up to today's code. A modification will need to be done and potentially some additional engineering.

Original Scope: Relocate ADA Parking Stall from the existing location to the stalls closest to the lobby doors. Add an ADA Ramp from the parking lot to the main entrance way.

Reduced Scope: N/A

**Item #21 – New Roof:** Allowance: \$85,449 / Original Estimate: \$378,000

This item is not an apples to apples comparison between the Original Estimate and the Allowance. The Allowance is as ballpark price from a contractor for a different kind of roof product. After the contractor gave their ballpark estimate they conducted further research on their own for the next several weeks (including a core sample of the roof) and discovered that there is currently about seven inches of insulation on the roof. Good news in the way of energy efficiency but an added variable for re-roofing that neither the contractor nor the ESCO knew about. Therefore, the scope and estimate from the contractor will need to be modified to reflect this as the current estimate does not. The Allowance amount was determined prior to the knowledge of the amounts of the ESCO's standard mark-ups as listed on page 29 of the ESP.

Original Scope: Re-roof the facility (specific process and scope was not made known to staff).

Reduced Scope: Use a TPO type product that can be laid over the top of the existing torch down roof.

**Item #23 – Locker Room Floor Resurfacing:** Allowance: \$85,000 / Original Estimate: \$92,389

This item is reduced in expense based upon using a different product and methodology of prep and application as specified by an architect that the City has used in the past. The product simply costs less per square foot and is cheaper to install.

Original Scope: Remove existing tile floor, grind down smooth and apply new flooring product.

Modified Scope: Use a different product that does not require the existing flooring to be removed first.

These allowances were made to enable additional items to be included and completed in the overall project. Had these efforts to reduce scope and find cost savings not been sought after many additional items on the overall project list would not be getting completed.

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: September 12, 2012

SUBJECT: City - Contracted Support Services Review

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### ISSUE

Review of the Contracted Support Services provided by the City of Tukwila for \$7,500 per month.

### FINANCIAL IMPACT

No financial impact this time.

### BACKGROUND

The Tukwila Pool Metropolitan Park District (MPD) entered into a contract for support services with the City of Tukwila (City) upon the formation of the MPD. This memorandum is to provide an overview of the cost for the Contracted Support Services the MPD has with the City of Tukwila.

Below is a review of the scope of work outlined in the MPD contract with the City to provide support services for the MPD's pool operations:

**City Clerk** – produce minutes of MPD meetings, prepare agendas and packets for MPD meetings, prepare meeting rooms and notice of meetings; and organize, maintain and archive District records and files.

**Information Technology** – website design and creation; email capability; maintain and post documents and update MPD website; and provide support of computers, telephones, cell phones, printers, copiers, and fax machines used by MPD.

**Finance** – prepare annual report to the State Auditor's Office and support for the annual audit; maintain records and prepare reports (expense and revenue); provide general accounting services, semi-monthly payroll processing and necessary reports; provide Accounts Payable services, payment of invoices and Purchasing Card administration; and risk management administration.

**Parks and Recreation** – Project Management Support; Maintenance of exterior pool grounds/landscaping; Janitorial services; and Pool staff and management.

**Human Resources** – Recruitment of employees; maintenance of employee records; and benefit administration.

Section 3.1 Cost Basis. States that hourly wages and benefits of City staff spent providing support services, plus 10% for overhead expenses, shall not exceed \$7,500 per month.

**DISCUSSION**

The graph and pie chart below show the costs associated with the contracted support services being provided to the MPD by the City of Tukwila.

City – Contracted Support Services – September 12, 2011 through August 15, 2012

	2011	2012	Total	Average Per/Month
<b>CLERK</b>	\$583	\$4,208	\$4,791	\$432
<b>IT</b>	\$165	\$690	\$855	\$77
<b>FIN</b>	\$4,828	\$12,055	\$16,883	\$1,521
<b>P&amp;R</b>	\$21,001	\$46,038	\$67,039	\$6040
<b>HR</b>	\$195	\$483	\$678	\$61
<b>Total</b>	<b>\$26,771</b>	<b>\$63,474</b>	<b>\$90,246</b>	<b>\$8130</b>
<b># of Months</b>	<b>3.6</b>	<b>7.5</b>	<b>11.10</b>	<b>1</b>
<b>Cost/Month Avg.</b>	<b>\$7,437</b>	<b>\$8,463</b>	<b>\$8,130</b>	<b>\$8,130</b>

Chart 1 – Cost Breakdown by Department for each year with monthly averages.

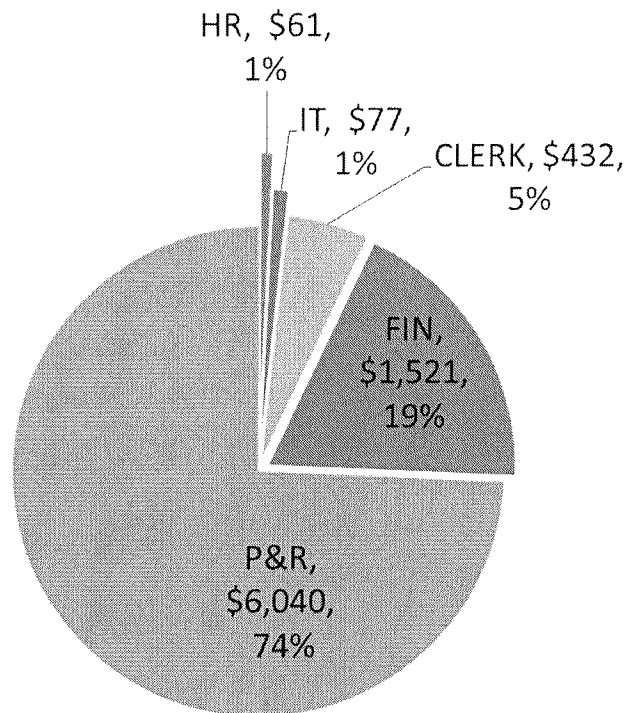


Chart 2 - Costs by Department per Month



INFORMATIONAL MEMO

MPD: City - Contracted Support Services

Page 3

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Currently the average monthly cost is about \$630 per month over the allotted \$7,500 contracted amount. This is due to the amount of time the Parks and Recreation Department has spent on the Capital Improvement Project, Board meeting preparation and presentation and Tukwila Pool Advisory Committee (TPAC) support; and the Finance Department's time spent on researching the funding options for the capital project. Once construction is complete in February, it is anticipated that the average cost per month will decrease to the \$7,500 per month cost or below. It will be easier to see what the real costs are to support the pool once the Capital is complete. The City's costs for the scope of work outlined in the contract will continue to be tracked and potentially the contracted amount could be adjusted during the next budget cycle.

There are some administrative and indirect costs that are not being captured well at this time, i.e. computer server, email, CLASS maintenance and support costs; and employee benefit administration. For the City, these are a smaller part of large services that are performed by City staff.

The average per hour cost for the City's contracted support services is approximately \$55.57 per hour. This was determined by dividing the total cost of \$90,246 by the total number of service hours 1,681.5. The labor costs include salaries and benefits associated with each person that has performed work towards meeting the contracted scope of work.

**RECOMMENDATION**

It is recommended that the current contract remain at \$7,500 per month for the scope of work outlined until the capital project is completed and "normal" operations can be better defined.



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: September 12, 2012

SUBJECT: Outsourced - Contracted Support Services

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### ISSUE

Independent review of contracted support services for the Metropolitan Park District.

### FINANCIAL IMPACT

No financial impact at this time.

### BACKGROUND

The Tukwila Pool Metropolitan Park District (MPD) entered into a contract with the City of Tukwila (City) upon the formation of the MPD. This memorandum provides a process to obtain an independent review of the contracted support services that are provided for the MPD by the City and a method to find alternate means to provide the services.

### DISCUSSION

There are a few steps that could be taken to determine and to contract the scope of work for an independent review of the contracted support services for the MPD. A consultant scope of work would need to be determined to determine the appropriate type of consultant to perform the contracted support services review. A Request of Qualifications or a Request for Proposals process would need to occur to seek and obtain a qualified consultant that could perform the scope of work. Once the most qualified consultant has been selected, the final scope of work, timeline and fee would be negotiated and then a contract executed by the MPD.

The scope of work that the MPD may consider when seeking a consultant includes:

1. Review the current contracted support services, the level of service provided and ensure that all services being performed are accounted for through the current contract.
2. Determine the support services that are desired to be provided for the MPD to meet current laws and to support the MPD operations.
3. Review other organizations' methods, level of service and associated costs of providing those organizations' support services.
4. Prepare an analytical report that includes recommendations for alternatives that would best fit the MPD's support needs and budget for contracted support services.

### RECOMMENDATION


If it is determined by the MPD Board that an independent review of the contracted support services is desired, the process outlined above would be recommended as the plan of action to obtain the consultant to perform the work effort.



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

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

DATE: September 12, 2012

SUBJECT: Preliminary 2013 Program and Fees Review

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### ISSUE

As part of the 2012 MPD Long Term Agenda and Work Plan, this memo and supporting documents provide a preliminary review of the 2013 Programs and User fees at the Tukwila Pool.

### BACKGROUND

Review 2012 Programs and Services offered by the Tukwila Pool in 2012. Review and discuss current and future user fees at the Tukwila Pool.

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

### DISCUSSION

The attached presentation demonstrates programs that were implemented throughout 2012 along with several positive 'wins' the pool achieved throughout the year. As staff prepare for the re-opening of the pool they seek input regarding programs and pool activities from the Board.

The final page of the attached presentation demonstrates the current fee schedule at the pool; it also reflects non-resident user fee increases that occurred on May 1, 2012. Even with the fee increase, most user fees remain slightly below average for similar aquatic facilities in the region. Resident user fees remain below the regional average for nearly all fee types. As the Board reviews user fees the following options may be considered:

#### *Option 1*

Continue to utilize the current user fee structure.

#### *Option 2*

Beginning January 1, 2013 by increasing -

- Increase all pass fees by 5% (rounding up to the next dollar) with the exception of Non-Resident 10 punch cards. Non-Resident 10 punch cards should remain at current rates as they are already equal to 10 drop in visits.
- Increase Resident individual lane rentals to Non-resident individual lane rates.

### RECOMENDATION

Staff recommends the Board direct the Tukwila Pool Advisory Committee to review the Options regarding fee increases and return with a recommendation for the November 19, 2012 Board meeting.

### ATTACHMENT

Attachment 1 – PowerPoint Presentation: Preliminary 2013 Program and Fees Review

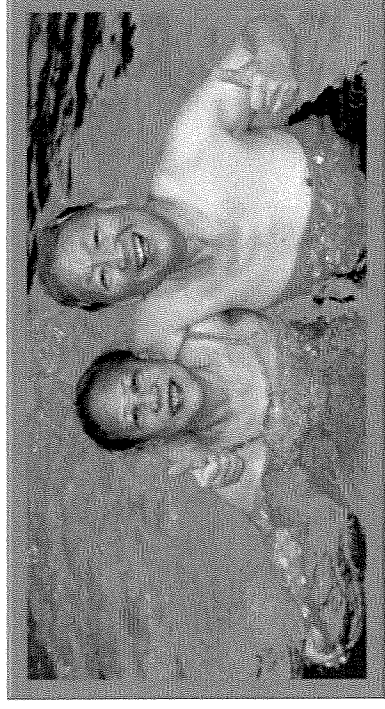




# 2013 Preliminary Programs & Fees Review

# Wins for 2012

- Highest Grossing month ever July 2012 - \$35,626.27
- 3<sup>rd</sup> Highest grossing month ever was August 2012 - \$29,892.72
- Program Revenue highest ever for Summer 2012
- Increased hiring & training of local students has resulted in a staff that is more representative of the Tukwila community.
- New Look to the Fall 2012 brochure
- Major CIP Project going to construction



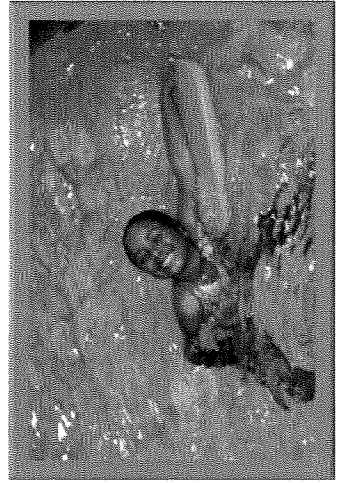
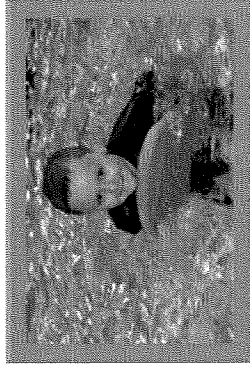


# Programs Highlights

In 2011, the Pool broke the \$100,000 mark in program revenue.

By August 31, 2012, Program Revenues were \$98,655.41!

Roughly 60% of the swimming lesson taught at Tukwila Pool are to Tukwila Residents.

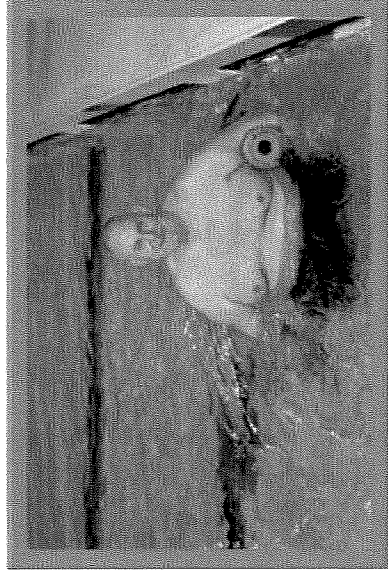


January 1, 2012- August 31, 2012 saw 1880 registrants for swimming lessons!

That's more than 10% more than the best year for the same time period and 35% better than the 10 year average for the same time period.

# Lap, Family & Open Swims

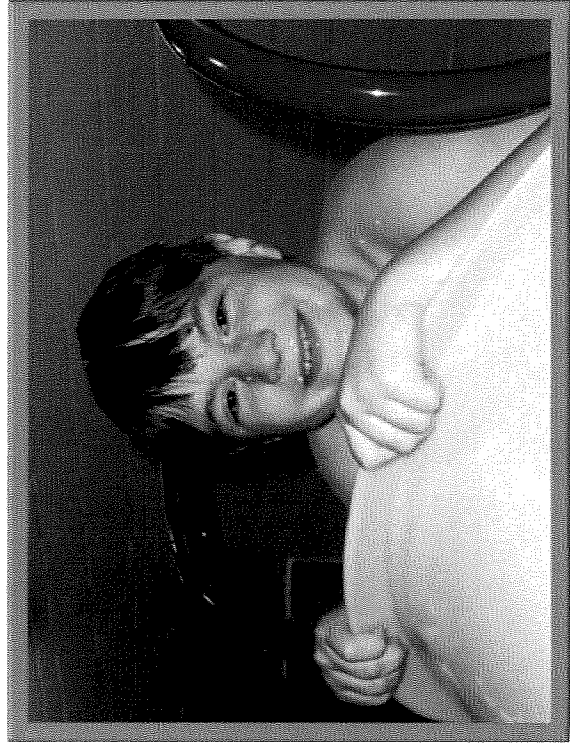
The Tukwila Pool continues to lead the region in our offering of a variety of public use times.



The first 8 months of 2012 saw 12,764 public drop ins for Adult, Youth and Seniors for Lap, Family, Open, and Teen Late Night Swims.



Our public use options allow citizens opportunities to stay physically active while building community.



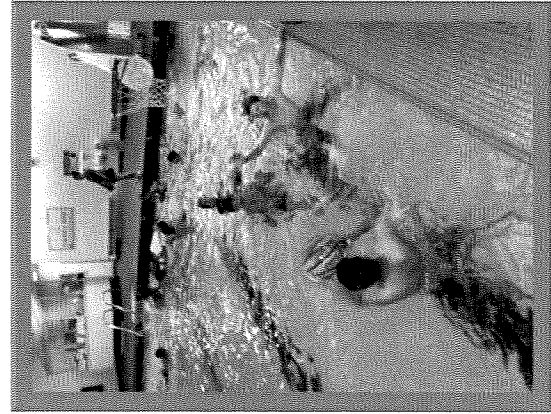
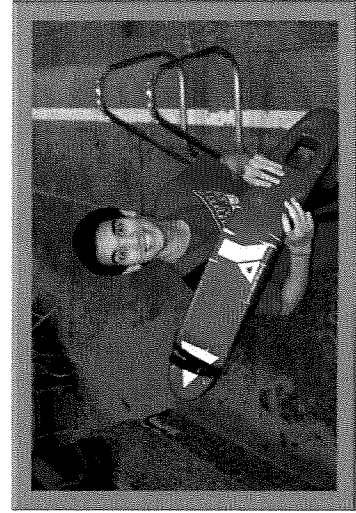
# Reaching Teens

In collaboration with the Teen Program, this summer the Tukwila Pool became an additional Teen Late Night site. Roughly 100 Teens enjoyed the Pool during Late Night this Summer.

Many teens use the pool with user groups like Swim Team, Synchro Team, Space Camp or GirlDiver.



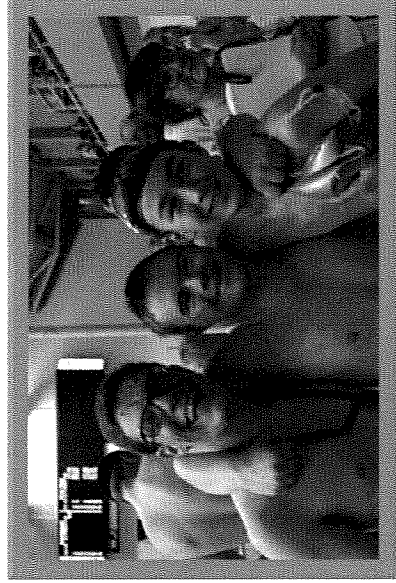
Tukwila Pool currently employs 9 local high school students. Staff continues to work to provide training and employment opportunities for local students.



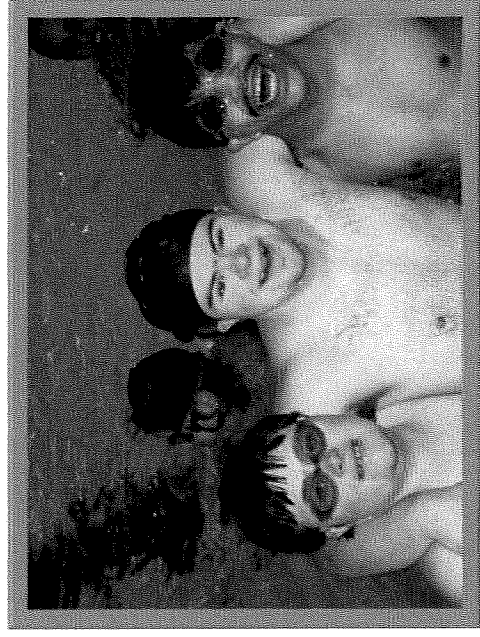
# Tukwila Turtles

## Special Olympics Swim Team

This year marked the 6<sup>th</sup> year of the Tukwila Turtles Swim Team.



18 athletes participated as part of the team and had a great time swimming as a team.

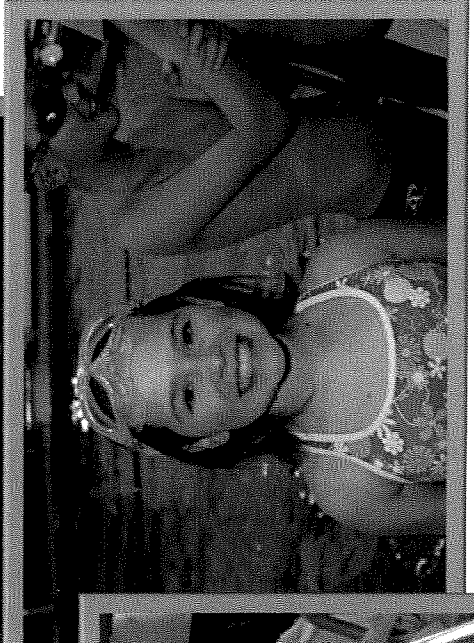
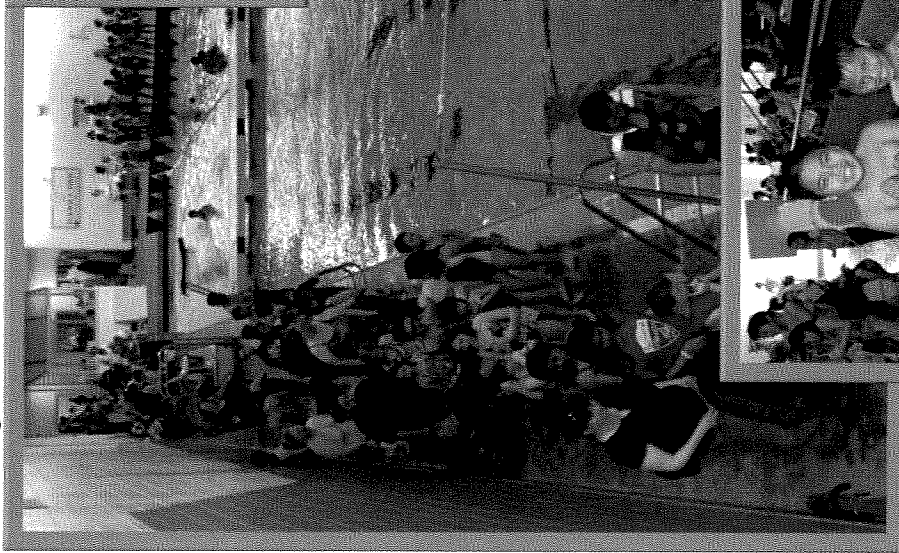


Tukwila sent 10 athletes to the State competition and brought home 12 medals from the meet.



# April Pool's Day

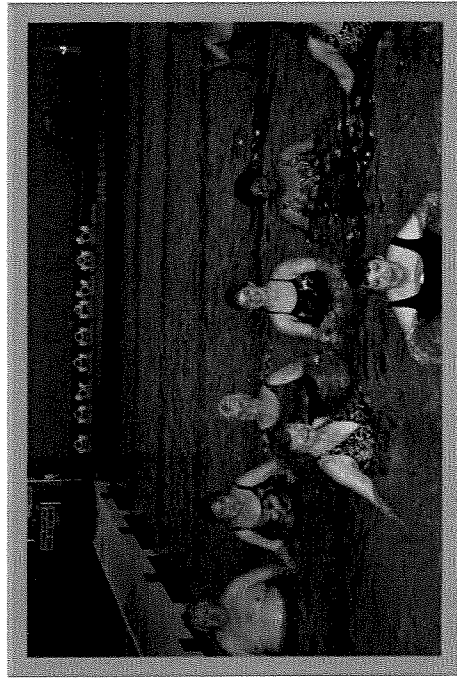
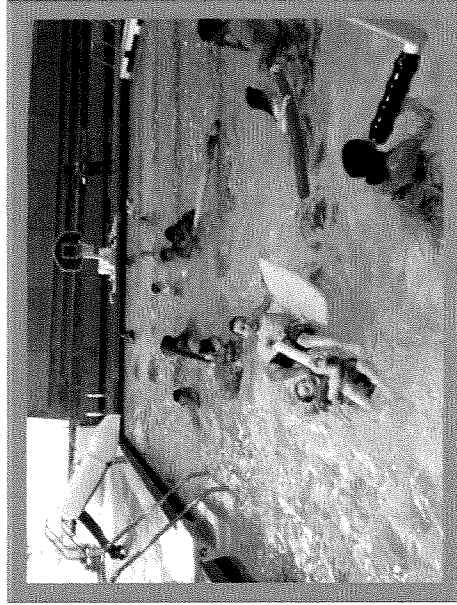
April Pool's Day was a hit this year! Approximately 300 people visited the Pool for this free community water safety event.



# Passes

2012 Pool Pass sales are up 10% over 2011 with 449 passes sold by August 31<sup>st</sup> compared with 405 for the same period last year.

Pass holders can utilize their Pool Pass to enjoy Lap Swim, Family Swim, Open Swim and Water Aerobics.



# Building Connections with the Community

Throughout 2012 Staff has worked diligently to build relationships with other community service providers.

These relationships result in partnerships that allow the Pool to reach segments of the community that have not previously utilized the Pool.



# Focus for the remainder of 2012

- Implement the Capital Improvement plan through the ESCO process.
- Implementation of a marketing campaign for the “new” pool opening.
- Increase efforts to build contacts within the community that result in partnerships providing for more individuals to utilize Tukwila Pool.
- Upon re-opening continue to provide an exceptional array of Aquatics Programs and public use opportunities.
- Work to increase our Special Event offerings to encourage the community to participate in Aquatics.
- Utilize the enthusiasm of the TPAC to enhance our customer outreach.



# Current Fee Schedule and 2013 Proposed Schedule

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

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



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: September 12, 2012

SUBJECT: Tukwila Pool Advisory Committee Work Plan

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### ISSUE

This memo seeks guidance and direction to the Tukwila Pool Advisory Committee as they develop their 2012/2013 Work Plan/Long Term Agenda.

### FINANCIAL IMPACT

No financial impact.

### BACKGROUND

The Tukwila Pool Advisory Committee (TPAC) was formed through Resolution #8 in early 2012. TPAC has been very active throughout the past nine months and has provided significant input into the upcoming pool improvement project. Staff has appreciated the assistance of the Committee throughout the construction planning process and is grateful for the energy this Committee has put forth. As construction moves forward staff would like to see the energy of the Committee to continue to be utilized for the benefit of the pool and the community.

TPAC has developed a priorities list and is currently developing a Work Plan/Long Term Agenda. At TPAC's September 12, 2012 meeting the group discussed their desire to continue to assist the MPD Board and Staff; however, they also expressed the desire for guidance from the Board. TPAC discussed the need for direction regarding the MPD Long Term Agenda and how they can be useful in assisting the board. Additionally, TPAC also discussed the need for guidance regarding other efforts they may be pursuing. A couple examples include: building relationships with the Tukwila School Board and Pool marketing/outreach.

### DISCUSSION

Staff is requesting the Board review Resolution Number 8 and the TPAC priorities list along with the MPD Long Term Agenda to determine specific directions and/or guidance to TPAC to ensure the Committee's energy is best utilized. The Board President will prepare a consolidated list based on the Long Term Agenda and the TPAC priorities list, in compliance with Resolution Number 8, for discussion purposes.

### ATTACHMENT

Attachment 1: TPAC Priorities List  
Attachment 2: MPD Long Term Agenda  
Attachment 3: Resolution #8



TUKWILA METROPOLITAN PARK DISTRICT  
Citizens Pool Advisory Committee

Ongoing Priorities List as of August 8, 2012

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

- CIP-ongoing
  - ~~○ Incorporation of individual showering & dressing stalls into plans~~
  - ~~○ ADA compliance plan~~
  - ~~○ Consideration of corrosive nature of swimming pools in materials selection~~
  - Financing options
  - ~~○ Ideas for energy efficiency~~
  - Continue providing analysis and guidance as needed
- Marketing
  - Merchandise
  - Availability of times for Pool Use
    - After School Program
  - Schools – Fliers home in backpacks
  - Pre-schools/Daycares in the area
  - Parent Meetings at Tukwila School District
  - Web Site
  - Closure Marketing
    - TPAC – Kid's Poster Competition?
- School District Relationship
  - ~~○ Casual meetings with school board members building long term partnerships~~
  - Swimming as a part of curriculum
- New Programs
  - Saturday Morning Swimming Lessons
  - Existing Programs: improvement, teaching methods
- Fiscal Responsibility
  - New Fees
    - Communication with patrons
  - Online Registration
  - Comparison of Revenue Models used by pools
- ~~• Advise Support MPD long term agenda~~
- Fundraising: scholarships, bricks/tiles
- Long Term Vision



# Tukwila Metropolitan Park District 2012 Draft Long-Term Agenda

Board Adopted 1-9-12 \*Revised for 6-18-12; MODIFIED 8-20-12

## **June 14 18**

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

## **July 9 16**

- \*Rental Policy  
~~City Services Contract review~~  
~~Budget Direction~~

## **August 13- 20**

- \*Adopt Final Energy Service Plan (ESP) and Financing
- \*Potential award of grant
- 1/4ly Operations Statistical Review
- 1/4ly Budget Review

## **September 10 17**

- \*City Services Contract review COST BREAKDOWN OF CITY PROVIDED SERVICES
- \*Contracted Services Presentation ONE PAGE - POTENTIAL INDEPENDENT REVIEW
- Preliminary 2013 Program and Fees Review  
ESP ADDENDUM FOR 5 REDUCED SCOPED PROJECTS

## **October 8 15**

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

GOVERNANCE OUTLINE FOR ELECTED BOARD

## **November 13- 19**

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

## **December 10 17**

- Adopt 2013 Budget
- Construction Status Update/Project Timeline

**OTHER:** Build relation w/ TSD, Marketing





## Tukwila Metropolitan Park District

Resolution No. 8

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

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

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

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

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

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

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

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

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

**Section 3. Bylaws.** The Citizens Pool Advisory Committee shall be empowered to create and adopt such bylaws as are necessary for the conduct of business, and a majority of the Committee shall constitute a quorum for the transaction of business.

**Section 4. Officers.** Members of the Citizens Pool Advisory Committee shall meet and organize by electing, from the members of the Committee, a chairperson and vice-chairperson and such other officers as may be determined by the chair.

**Section 5. Meetings.** The Citizens Pool Advisory Committee shall meet no less than quarterly and the Committee shall keep a record of all meetings. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the chairperson.

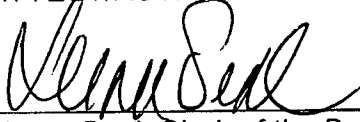
**Section 6. Annual Report.** The Citizens Pool Advisory Committee will report annually to the TMPD President and Board of Commissioners on the status of pool services and needs in the City.

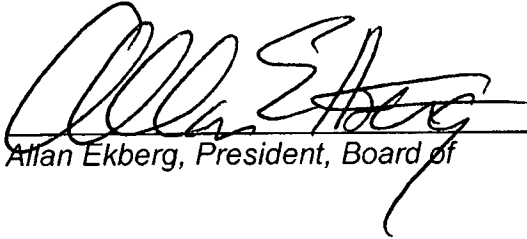
**Section 7. Purpose.** The Citizens Pool Advisory Committee will:

1. Plan, promote and recommend policy and standards for construction, development, maintenance, and operations of aquatic facilities within the TMPD limits by majority vote.
2. Develop and recommend programs to promote aquatic services and inform the public of aquatic facilities that are available for public use.
3. Encourage, recommend and aid programs for or related to aquatics services and enrichment.
4. Explore ways and methods of obtaining private, local, state, and federal funds to promote aquatics projects and programs within the community.
5. Promote pool gift giving, including setting standards for such gifts.
6. Render any other advice and assistance related to aquatics services.

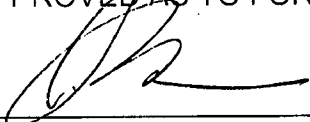
PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this 12<sup>th</sup> day of December, 2011.

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Verna Seal, Clerk of the Board  
Commissioners

  
\_\_\_\_\_  
Allan Ekberg, President, Board of

APPROVED AS TO FORM BY:

  
\_\_\_\_\_  
Lisa M. Marshall, Commission Attorney


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



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Rick Still, Parks and Recreation Director 

DATE: September 12, 2012

SUBJECT: Staff Report

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### ISSUE

Staff update on several pool issues.

### FINANCIAL IMPACT

No Financial Impact

### BACKGROUND

This Informational Memorandum is to update the Board on the Capital Improvement Projects, operational issues and future MPD agendas.

### DISCUSSION

#### **Capital Improvement Project Update – ESPC**

Financing Alternatives: Two of the financing options reported to the MPD board with City support would change as follows. The Tax Exempt Lease Purchase (TELP) program would no longer be available to the MPD as a stand-alone entity. This is due to the MPD being a newly-created entity without audited financial statements. Although they fully expect the MPD can support the financial obligation, the investors can't take on the risk without an established financial track record.

Financing through the issuance of a Bond is still available, but at the cost of approximately 30 additional basis points which correlates to an additional \$2,600 a year. This is due to the MPD being newly created and assuming the lowest rating in the "A" category for bonds.

Additionally, Staff completed the application for the Public Works Board loan. This loan program has a significantly lower interest rate, 1.5% for 15 years. The application process does not commit the MPD/City at this time but does get us in the discussion for approval which future Board/City commitment will be necessary.

#### **Marketing**

The Marketing Committee held a brainstorming session and plans to have an update for TPAC at the November 7<sup>th</sup> meeting. A Doggie Swim is scheduled for November 4.

#### **Operations**

Following suit from July, this August was the largest ever month of revenue for all months of August and the third highest month ever in the history of the pool. The top three revenue months on record are:

- #1 July 2012
- #2 July 2011
- #3 August 2012

The pool is scheduled for closure on November 5 and will reopen the first week of February with a GRAND REOPENING CELEBRATION happening in mid February 2013.

**Future MPD Agendas**

October 15

- Pre-Construction/Development Status/Project Construction Timeline
- Preliminary Budget
- Governance Outline for Elected Board

November 19

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

December 17

- Adopt 2013 Budget
- Construction Status Update/Project Timeline

**ATTACHMENT**

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

TO: Citizens Pool Advisory Committee  
FROM: Bryan Nelson - Chair  
DATE: 9/10/12  
SUBJECT: Tukwila Pool Advisory Committee Meeting

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

**AGENDA**

September 12, 2012

7:00 AM

Meeting Location: Tukwila Community Center

**Call to Order**

**Approval of Minutes – August 8, 2012**

**Business Items:**

1) 45 min: Developing the TPAC Long-term Agenda/Workplan that is in alignment with TPAC priorities and MPD Long Term Agenda. What are the top 3 items/decisions the MPD Board needs our guidance on (i.e. CIP, 2013 Budget, Reopening)? How can we work with staff on the timing of their reports/recommendations so we have enough time to analyze/discuss and provide recommendations to the Board. Timing of Meetings.

2) 10 min: Update on next steps for CIP/Financing.

3) 10 min: Marketing: Update on marketing plan for closure. Recommend Marketing committee pursue recommendations for MPD Website and logo selection.

4) 5 in: Update on October "communication pow-wow/retreat" Amy is organizing for Board, Staff, TPAC, STP, Community Pool Supporters, etc

5) 5 Min (if not decided under #1): Next Meeting

**Committee Reports**

**Citizen Comments**

**Staff Report**

**Other**

**Next Meeting: TBD**

**Adjournment**





TUKWILA METROPOLITAN PARK DISTRICT  
Tukwila Pool Advisory Committee

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

**Attendance**

Committee: Bryan Nelson, David Puki, Vida Verdier, Vanessa Zaputil  
Staff: Stephanie Gardner, Amy Kindell, Malcolm Neely, Rick Still  
Board Member: Verna Seal

**Call to Order:** Bryan Nelson called the meeting to order at 7:05 AM.

**Approval of Minutes:** Committee Members reviewed the minutes from the August 8, 2012 meeting and made amendments. Vida Verdier made a motion to approve the minutes as amended. David Puki seconded the motion. The motion carried 4-0.

**Business Items**

1. TPAC Long Term Agenda/Work Plan – Bryan Nelson read the TPAC Mission statement with the group and began a discussion on the need for developing a long term TPAC agenda so the committee could fulfill their mission of supporting and assisting the MPD Board and Staff. The committee then discussed how to figure out what topics the Board is looking for participation from TPAC on. It was suggested that a top 3 priorities list from the Board would be helpful for TPAC and provide them with direction in generating a long term work plan.

7:13AM Malcolm Neely joined the meeting.

Bryan Nelson clarified that at the last meeting TPAC recommended to the Board to research what would be entailed in a change of governance and had not made a recommendation to the Board that a change in governance occur. He felt it was important to make the distinction and to clarify TPAC's intent to show support for researching this topic.

7:43 AM David Cline joined the meeting.

Bryan Nelson then shared that while everyone is learning in the process of developing the MPD it is important to direct all concerns that committee members may receive regarding the operation of the Pool to staff before bringing those concerns to the committee or the Board.

The committee discussed with staff the role of the committee and the Board in regard to operations at the Pool. It was clarified that the role of the board is provide guidance on policy or principal level issues and the role of the staff is to execute the operational and administrative functions or the 'how' of meeting the principals directed by the Board.

Bryan Nelson then clarified that TPAC has not specifically discussed a 3<sup>rd</sup> Party Operator for the Pool and only wishes that the topic be looked at holistically. It was the consensus of the committee that TPAC is completely supportive of the Board's decision not to pursue this at this time and TPAC will not discuss this matter until direction to do so has been given by the Board.

## TUKWILA METROPOLITAN PARK DISTRICT Tukwila Pool Advisory Committee

2. CIP/Financing Update – Rick Still shared with the committee that financing options are still being explored and an application for one such option has been submitted. The final details are being worked out and the project is on track.
3. Marketing Update – Amy Kindell shared with the committee, the marketing committee has had an opportunity to meet a few times already and is excited about the upcoming marketing campaign. She shared that a few brain storming sessions have occurred and the committee is on track to begin work at the end of the month on the pre-closure Dog Swim. The plan for project updates during the closure will also be coming together at that time. The committee is also in the process of deciding what the Grand Re-Opening events should involve in addition to a re-opening ceremony. She also shared with the committee if there are any items they are particularly passionate about and would like to see information shared with the community about during project update process to please share them with her. The ideas of Mechanical Room Tours and Before/After photo comparisons were discussed.

Vanessa Zaputil shared with the committee that she was concerned that the budget didn't adequately provide for the ongoing marketing of the Pool, and she hoped to see that considered in the upcoming 2013 Budget. Rick still explained that budgeting is done in the lump sum method and that funds would be available to complete the closure/re-opening marketing.

David Puki shared with the committee that at Kids Festival in August TPAC had a good time handing out Pool Schedules and Lifesavers. He also shared with the committee that it was evident from his interactions at the event, the diversity of the community is being recognized in the kids who are getting into the pool to swim. TPAC plans to continue to attend the Kids Festival in the future.

4. Pow-wow/Retreat update – Bryan Nelson shared with the committee he believed that many of the items that TPAC wished to discuss at such an event had been discussed during the current meeting and that potentially a similar type event could be planned for 2013. David Cline and Verna Seal shared that a retreat type event could be a valuable addition to the 2013 calendar.

**Citizen Comments:** None

**Staff Reports:** Rick Still told the committee that the Pool is ready at any time to receive the washer/dryer that was discussed at the Bowl-a-thon.

Rick Still also reminded committee members that the Monday, September 17, 2012 Board Meeting is now scheduled to begin at 7:30 pm, due to the light agenda for the City Council Meeting that day.

**Other:** Committee members discussed their next meeting date and agreed to meet October 3, 2012 at 7:00 AM. During the discussion of the TPAC Long Term Agenda the committee agreed that any monthly meetings should be held the first Wednesday of the month.

**Adjournment:** Vida Verdier motioned to adjourn the meeting. David Puki seconded the motion. The meeting was adjourned at 8:28 AM.

**Next Meeting:** Wednesday, October 3, 2012 7:00 AM, Tukwila Community Center

Minutes by ANK

# Tukwila Metropolitan Park District 2012 Draft Long-Term Agenda

Board Adopted 1-9-12 \*Revised for 6-18-12; MODIFIED 8-20-12

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- ~~City Services Contract review~~
- ~~Budget Direction~~

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## **September 10 17**

- \*City Services Contract review → COST BREAKDOWN OF CITY PROVIDED SERVICES
- \*Contracted Services Presentation → ONE PAGE - POTENTIAL INDEPENDENT REVIEW
- Preliminary 2013 Program and Fees Review
  - ESP ADDENDUM FOR 5 REDUCED SCOPED PROJECTS
  - BOARD DIRECTION FOR TPAC

## **October 8 15**

- Pre-Construction/Development Status/Projected Construction Timeline
- Preliminary Budget
  - LEGAL OPINION OUTLINING STEPS TO CHANGE MPD GOVERNANCE TO AN ELECTED BOARD

## **November 13- 19**

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

## **December 10 17**

- Adopt 2013 Budget
- Construction Status Update/Project Timeline

**OTHER:** Build relation w/ TSD, Marketing

