



City of Bethel, Alaska

Parks, Recreation, Aquatic, Health & Safety Center Committee Agenda
Regular Meeting **March 14, 2016 – 6:00p.m.** City Hall 300 State Highway

Michelle DeWitt
Committee Chair
Term Expires 12/2017

Judy Wasierski
Committee Co Chair
Term Expires 12/2018

Kathy Hanson
Committee Member
Term Expires 12/2018

Barbara Mosier
Committee Member
Term Expires 12/2018

Beverly Hoffman
Committee Member
Term Expires 12/2018

Mary Weiss
Committee Member
Term Expires 12/2018

Rick Robb
Council Rep
Term Expires 10/2017

Matthew Ross
Parks and Recreation Rep.

Raunicka Ray
Pool/Health Center Rep.

Kathryn Baldwin
Alternate Committee Member
Term Expires 12/2017

Brian Lefferts
Alternate Committee Member
Term Expires 12/2017

Muzaffar Lakhani
Public Works Director

Pauline Boratko
Committee Recorder

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PEOPLE TO BE HEARD – THREE MINUTES PER PERSON**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF THE MINUTES**
 - a. February 8, , 2016
- VI. SPECIAL ORDER OF BUSINESS**
- VII. DEPARTMENT HEAD REPORT**
- VIII. UNFINISHED BUSINESS**
 - a. Board walk behind University of Alaska- Update
 - b. Capital Fund Trails- Identification of Priority Improvements
 - c. Pool- Programs, Usage, financial, and facility operation discussion
 - d. 4-H Youth After School Program at the Pool- Spring Water Safety Activity
 - e. Corporate Discounts- Update
 - f. Pool Temp and Marketing Sub Committee Reports
 - g. Pool Financial Audit Report- Update
- IX. NEW BUSINESS**
- X. MEMBER COMMENTS**
- XI. ADJOURNMENT**

City of Bethel, Alaska**Parks, Recreation, Aquatic, Health & Safety Center Committee Minutes**

February 8, 2016

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

The meeting was called to order by Michelle DeWitt at 6:00 pm.

II. ROLL CALL

Comprising a quorum of the Committee, the following were present:

Michelle DeWitt, Judy Wasierski, Kathy Hanson, Barbara Mosier, Beverly Hoffman, Mary Weiss, Rick Robb, and Brian Lefferts.

Excused Absence: Kathryn Baldwin

Also in attendance were the following:

Matthew Ross, Parks & Recreation Rep
Ann Capela, City Manager
Pauline Boratko, Committee Recorder
Raunicka Ray, Pool Manager
Muzaffar Lakhani, Public Works Director
Frank Neitz, Public Works Committee Chair

III. PEOPLE TO BE HEARD:**IV. APPROVAL OF AGENDA**

MOVED BY:	B. Moiser	Motion to approve agenda.
SECONDED BY:	J. Wasierski	
VOTE ON MOTION:	Unanimously approved	

V. APPROVAL OF THE MINUTES:

MOVED BY:	J. Wasierski	Motion to approve the minutes.
SECONDED BY:	M. Weiss	
VOTE ON MOTION:	Unanimously approved	

VI. SPECIAL ORDER OF BUSINESS:

IX. DEPARTMENT HEAD REPORT: Public Works Director Muzaffar Lakhani reports they are at full strength with drivers, but still short on mechanics. They are also in the process of getting a couple new trucks for the department. Parks and Recreation Representative Matt Ross reports that he is gearing up for the season and soon will be taking his final exam to a certified playground safety inspector. Pool and Health Center Representative, Raunicka Ray reports that computer issues have been solved after visit from the LONG Buildings employee, but to maintain the computer operations is a concern.

MOVED BY:	J. Wasierski	Motion to provide the committee with a copy of the quote from LONG Buildings that they issued to United Pool Management for remote software monitoring, and to ask the City IT department to provide options with cost estimates for the City to provide LONG Buildings with the ability to have full remote access to the
SECONDED BY:	M. Weiss	

		fitness center software controls and to provide read-only privileges for work stations such as the manager's and the public via the website that is being created
VOTE ON MOTION:	Unanimously approved	

X. UNFINISHED BUSINESS:

- a. Boardwalk behind University of Alaska- Renovating Existing vs. New at Grade Trail: Frank Neitz said property ownership identification is what is holding Public Works from moving forward. DOWL Engineers reports that 50% of the boardwalk is still good.
- b. Capital Fund Trails- Identification of Priority Improvements:

MOVED BY:	R. Robb	Motion to recommend administration to do an (RFP) Request for Proposal to repair boardwalk specific to the Owl and Skate Park.
SECONDED BY:	K. Hanson	
VOTE ON MOTION	Unanimously approved	

- c. Establish a New Dog Park: Tabled discussion item
- d. Pool- Programs, Usage, Financial, and Facility Operation Discussion: Pool and Health Center Representative Raunicka Ray shares that there were 6,801 visitors for the month of January, clubs and after school programs return rates are excellent
- e. 4-H Youth After School Program at the Pool- Spring Water Safety Activity: A follow up with Ronda Sargent on this issue is needed to move forward on the activity.
- f. Corporate Discounts- Update on status of existing/new agency/corporate partners: The Lower Kuskokwim School District has agreed to join the Pool to offer their employees discounts. Other local corporate are interested and are in the process of an agreement.
- g. Pool Temp and Marketing Sub Committee Reports: Kathy will continue marketing while Beverly is out of town. The City of Bethel purchased the internet site for the pool and fitness center and to get that up and running is still in progress.

XI. NEW BUSINESS:

- a. Motion to amend previous Meeting Minutes- December 7, 2015 meeting minute clarification:

MOVED BY:	J. Wasierski	Motion to amend the previous meeting minutes of December 7, 2015 to state that the committee recommended to Council that Council considers allocating a portion of the tobacco tax to construct an at-grade boardwalk between the hospital and the college next summer and demo the existing elevated boardwalk. The committee wishes to use the \$70,000 in tobacco tax remaining for boardwalk maintenance to repair existing boardwalk issues.
SECONDED BY:	K. Hanson	
VOTE ON MOTION	Unanimously approved	

- b. Log Cabin- Review Usage and Expenses: Discussion on log cabin budget has been miscalculated and wrongfully charged.
- c. Winter Activity: winter activity ideas were discussed
- d. Tobacco Tax Revenue and Usage: All tax revenue goes to the general fund.
- e. Pool Financial Audit Report: Report is currently underway and not yet complete
- f. Request for Proposal (RFP) Operation Selection Process:

MOVED BY:	R. Robb	Motion to recommend to Council that Council appoint 2-3 members of the Parks/Rec/Aquatic Health & Safety Center Committee to the Pool Operator RFP Response Review Committee.
SECONDED BY:	K. Hanson	
VOTE ON MOTION	Unanimously approved	

XI. MEMBER COMMENTS:

- M. Weiss- No comment.
- J. Wasierski- No comment.
- M. Dewitt- Welcome Brian and Kathryn.
- B. Hoffman- If you see Shorty, thank him for welding at the pool.
- R.Robb- No comment.
- K. Hanson- No comment.
- B. Mosier- No comment.
- B. Lefferts- Fun, glad to be here.

XII. ADJOURNMENT

MOVED BY:	B. Hoffman	To adjourn the meeting at 8:51 pm
SECONDED BY:	K. Hanson	
VOTE ON MOTION	Unanimously approved	

With no further business before the Committee, the meeting Adjourned at 8:51 p.m.

APPROVED THIS ___ DAY OF _____, 2016.

Pauline Boratko, Committee Recorder

Michelle Dewitt, Chair

ID	Task Mode	Task Name	Duration	Start	Finish	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April
1		YK Fitness Center Operation RFP	76 days	2/15/16	5/30/16																
2		City of Bethel to send list of extant information (contract, budgets, plans reports etc.)	1 wk	2/15/16	2/19/16																
3		Review extant information	1 wk	2/22/16	2/26/16																
4		Interviews with City Staff and user groups	1 wk	2/29/16	3/4/16																
5		Draft RFP, revise extant information, draft contracts	2 wks	3/7/16	3/18/16																
6		City review of draft RFP (teleconference)	1 wk	3/21/16	3/25/16																
7		Revise RFP, incorporating changes, request approval to issue	1 wk	3/28/16	4/1/16																
8		Issue RFP, begin outreach	4 wks	4/4/16	4/29/16																
9		PreProposal conference	0 days	4/12/16	4/12/16																
10		Receive Proposals (one month after issue of RFP)	1 day	5/2/16	5/2/16																
11		Pre-Screen, Distribute for Review, Hold review conference	2 wks	5/3/16	5/16/16																
12		Assist with contracting process	2 wks	5/17/16	5/30/16																
13		Contract to City Council for award	0 days	5/30/16	5/30/16																
14		YK Fitness Center Operation Audit Procurement	45 days	2/29/16	4/29/16																
15		Interviews with City Staff and user groups	1 wk	2/29/16	3/4/16																
16		Draft scope of work and contract	2 wks	3/7/16	3/18/16																
17		Preliminary discussions with pool designers and subconsultants	1 wk	3/7/16	3/11/16																
18		Review scope with the City, incorporate comments	1 wk	3/21/16	3/25/16																
19		Issue invitation to pre-selected consultants	3 wks	3/28/16	4/15/16																
20		Receive and review cost proposal	1 wk	4/18/16	4/22/16																
21		Assist with contracting process	1 wk	4/25/16	4/29/16																
22		Port Office	201 days	2/15/16	11/21/16																
23		Relocation - Based on recent events, to be revised	60 days	3/7/16	5/27/16																
24		-Scope the project	3 wks	3/7/16	3/25/16																
25		-Review/Coordinate Utilities	1 wk	3/28/16	4/1/16																
26		Draft RFP's, purchase orders, contracts as appropriate	2 wks	4/4/16	4/15/16																
27		-Bid and contracting	4 wks	4/18/16	5/13/16																
28		-Contractor(s) Perform Work	1 wk	5/16/16	5/20/16																
29		-Relocation Port Office Staff	1 wk	5/23/16	5/27/16																
30		Design Build RFP	76 days	2/15/16	5/30/16																
31		Draft RFP, draft contract	3 wks	2/15/16	3/4/16																
32		City Interviews - Establish room criteria	1 wk	2/22/16	2/26/16																
33		City review of draft RFP (teleconference)	1 wk	3/7/16	3/11/16																
34		Revise RFP, incorporating changes, request approval to issue	1 wk	3/14/16	3/18/16																
35		Issue RFP (longer durations to yield better design proposals)	6 wks	3/21/16	4/29/16																
36		PreProposal conference	0 days	4/1/16	4/1/16																
37		Receive Proposals	1 day	5/2/16	5/2/16																
38		Pre-Screen, Distribute for Review, Selection Conf, Review Conf with Selectee	2 wks	5/3/16	5/16/16																
39		Assist with contracting process	2 wks	5/17/16	5/30/16																
40		Contract to City Council for award	0 days	5/30/16	5/30/16																
41		Design	30 days	5/31/16	7/11/16																
42		Architect Design - TBD per D/B proposal	6 wks	5/31/16	7/11/16																
43		Design Review Conference - 95% Construction Documents	0 days	7/4/16	7/4/16																
44		Construction	90 days	6/28/16	10/31/16																
45		Planning - Order long lead materials	1 mon	6/28/16	7/25/16																
46		Shipping	1 mon	7/12/16	8/8/16																
47		Construction - TBD per D/B proposal	3 mons	8/9/16	10/31/16																
48		Closeout	15 days	11/1/16	11/21/16																
49		Substantial Completion and Final Documents	3 wks	11/1/16	11/21/16																



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13		Contract to City Council for award	0 days	5/30/16	5/30/16			Contract to City Council for award					
14		YK Fitness Center Operation Audit Procurement	50 days	2/15/16	4/22/16			YK Fitness Center Operation Audit Procurement					
15		Interviews with City Staff and user groups	2 wks	2/15/16	2/26/16			Interviews with City Staff and user groups					
16		Draft scope of work and contract	2 wks	2/29/16	3/11/16			Draft scope of work and contract					
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