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SPOKANE

203 N. Washington
Ste. 400
Spokane, WA
99201
P 509.838.8568

alscarchitects.com

**Covington / Maple Valley Aquatic / Recreation Center Feasibility Study
Steering Committee Meeting No. 03**

March 30, 2021 (6:00 – 8:30 pm)

Meeting Objectives:

Engage the Steering Committee members in meaningful discussion on the following topics:

1. Outreach, Market and Demographic analysis
2. Initial proposed Facility Program document, process and values/decisions
3. Project Funding introduction
4. Site analysis findings

AGENDA

1. Team Introductions, Mission Statement Review (10 minutes)
2. Current Project Status Overview: (10 minutes)
 - a) Process Diagram Review
 - b) Work accomplished to date, since last SC meeting
 - c) Reasons for schedule extension
 - SC interest in reaching as many citizens as possible
 - Extended Public Outreach, Key Stakeholder and Potential Partner interviews
 - Overcoming difficulty with public connections in a COVID-affected environment
 - d) Work remaining to be completed
 - e) Schedule/key dates to complete this Study
 - f) **QUESTION: What project goals have been achieved and which remain? (10 minutes)**
3. Process used for Public Outreach: (10 minutes)
 - a) Telephone survey, Statistically valid
 - b) Situational Assessment interviews
 - c) Focus group Interviews
 - d) Key Stakeholder Interviews
 - e) Potential Partner Interviews
 - f) Outreach to Underrepresented Population
 - g) DH outreach via social media, mailings, etc.
 - h) Re-create and Recreate Web Page

- i) Summary Matrix Review of contacts
- j) **QUESTION: What are the outcomes you care most about regarding the public outreach in your community? (10 minutes)**

5-minute BREAK

- 4. Programming Documentation Review: (25 minutes)
 - a) Process used for translating findings to Recommendations
 - b) Key findings summary from all information gathered
 - c) Program Documents with all space types and sizes identified
 - d) **Value Discussion – How to prioritize, how to form basis for decisions**
 - e) Program needs for Site Development: Pad Sites, Parking
 - f) **QUESTION: From your perspective, do the current program document findings represent what an indoor aquatic/recreation center should include here? What changes would you like to discuss? (25 minutes)**
 - g) **Motion and Second, discussion, vote to approve the Program.**
 - h) **Alternate actions to move forward if needed.**

- 5. Introduce Campbell and Company Representatives; discussion on their approach, methodology and deliverables regarding project funding. (10 minutes)
 - a) **Question: From your perspective, what is the ideal funding mix for a capital project?**

- 6. Potential Site Study Update: (35 minutes)
 - a) Review findings from study of 4 sites being considered in today's market
 - b) Review conceptual site plans based on programmatic requirements and local zoning, non site specific
 - c) Broad assessment of findings from site investigations
 - d) **QUESTION: Given the various types of sites and funding mechanisms, share what you think would be ideal and a fit for our community.**